

1

1

41

- SELECTION CRITERIA:**
Includes all records with the following criteria:
- Installation code equals user designated center code
 - Template ID not = 'Mature'
 - Template ID starts with 'M'
 - Template ID equals 'TAEDIT' or 'TABATCH'
 - Transaction date equals current date if current time less than midnight, else current date minus 1 day, or selection criteria entered for date
 - Facility Code equals user designated facility code if entered
- NOTE:** The transactions for template SEMP, SACT, GLOBFIN, and GLOBTA will not appear on the report unless the Facility Code designated is left blank.

REPORT 203

LEAVE AND PAY PROCESSING INFORMATION REPORT

PAYROLL

PURPOSE: To provide processing information for payroll review and T & A correction.

CONTENT: Current information messages on Leave & Pay processing for each employee.

SEQUENCE: Selective by Center, Pay Block:Processing, Employee Name or Pay Block:Processing, SSN.
Page break by Center, Pay Block:Processing

[illegible]

- | | | |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------|
| A. Pay Block: Processing | F. If the user designates a Facility Code, | SELECTION CRITERIA: |
| B. Employee Name (Last, First, MI, Gen) | Facility Name will be derived from the Facility Table | Includes all records with following criteria: |
| C. SSN | G. Facility Code | - Installation Code equals user designated center code |
| D. Template ID | | - Template Id starts with MER or Template Id equals 'TAEDIT' or Template Id equals 'TABATCH' |
| E. Processing Information (i.e. processing and edit messages - prints most current message on file for employee) | | - Facility Code equals user designated facility code if entered |

REPORT 101

OLD VS NEW NORMALS

PAYROLL

PURPOSE: To provide a means for Payroll to maintain control on current pay period changes affecting earnings/deductions.

CONTENT: All employees with changes to their base salary or deductions.

SEQUENCE: Selective By Employee Name or SSN or Pay Block: Processing by Name or Pay Block:
Processing by SSN Totals by Pay Block: Processing and Center Page break by Pay Block:
Processing.

REPORT NO: 101		SUBJECT TO PRIVACY ACT OF 1974														PAGE:	
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM														DATE:	
		INSTALLATION NAME														TIME:	
		hhhhhhhhhhhhhhhhhhhh															
		OLD VS. NEW NORMALS															
		AS OF MM/DD/YY															
PB	SSN	FACILITY	NAME	HIT	FED TX	CITY TX CD	FEGLI	FEHB	TSP	UNION	ALLOT	BANKR	ADV DED	MD	COLA		
	NET	PAY ADJ	PICA	STATE TX	CTY TX CD	BOND	FERS	LOAN	CFC	INDEBT	US	CH	SUPP	GARNISH	NEBA	CIV/CR	
g	123456789	M	Appleseed	Julie A.													
O	1,385.50	96.99	20.09	266.39			13.73						76.40				
N	1,427.20	99.90	20.69	278.04			13.73						78.00				
D	41.60	2.91	.60	1.65									1.60				
O	988.40	500.00	18.90	119.00		50.00							100.00				
N	1,014.84	550.00	18.40	121.16		100.00							150.00				
D	26.44	50.00	.50	2.16		50.00							50.00				
AA	BBBBBBBBB	i	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC														
O	DDDD.DD	EEE.EE	FFF.FF	GGGG.GG	aaaa.aa	I	JJJ.JJ	KKK.KK	HHH.HH	NNN.NN	O,000	ddd.d	j	QQQQ.QQ	fff.f		
N	DDDD.DD	EEE.EE	FFF.FF	GGGG.GG	aaaa.aa		JJJ.JJ	KKK.KK	HHH.HH	NNN.NN	O,000	ddd.d	j	QQQQ.QQ	fff.f		
D	999.99	99.99	99.99	999.99	999.99		99.99	99.99	99.99	99.99	999	999.99		999.99	99.99		
O	RRRR.RR	SSSS.SS	TTT.TT	UUU.UU	bbbb.bb	L	MMM.MM	WWW.WW	XXXX.XX	PPP.PP	cccc.cc	eee.ee	k	VVV.VV	YYY.Y		
N	RRRR.RR	SSSS.SS	TTT.TT	UUU.UU	bbbb.bb		MMM.MM	WWW.WW	XXXX.XX	PPP.PP	cccc.cc	eee.ee	k	VVV.VV	YYY.Y		
D	999.99	999.99	99.99	99.99	999.99		99.99	99.99	999.99	99.99	999.99	99.99	999.99	99.99	99.99	99.99	

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI, Gen)
- D. Gross Earnings: Normal *
- E. CSRS: Normal
- F. HIT: Normal
- G. Fed Tax: Normal
- H. TSP: CY Ded Normal
- I. FEGLI Code
- J. FEGLI: Normal
- K. FEHB: Normal
- L. Bond: Code
- M. Bond: Normal
- N. Union Dues: Normal
- O. Voluntary Allot: Normal
- P. CFC: Normal
- Q. CSRS: Mil Dep Normal + FERS: Mil Dep Normal
- R. Net Earnings: Normal **
- S. Foreign Diff: Normal + Retention Allowance: Normal + Supervisory Diff: Normal + Empl Norm Admn Uctrd OT Amt + Empl Norm Staff Diff Amt + Empl Norm Local Pay Amt + Availability Pay: Norm New

- T. FICA: Normal
- U. State Tax: Normal
- V. NEBA: Normal
- W. FERS: Normal
- X. TSP: Loan Ded Normal
- Y. Civilian Service Credit: Normal
- a. City Tax: Normal
- b. County Tax: Normal
- c. Indebtedness Due U.S.: Normal
- d. Bankruptcy: Normal
- e. Child Support: Normal
- f. COLA: Normal
- g. Report Format Item
- O=Old
- N=New
- D=Difference
- h. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
- i. Facility Code
- j. Empl Norm Adv Pay Ded Amt
- k. Empl Norm Grnsh Ded Amt
9. Difference = Old - New

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal '3' (active for pay)
- Work Schedule not equal 'T'
- Facility Code equals user designated facility code if entered

* Includes S

** Includes F

PAYROLL

SEQUENCE: Selective By Center, Pay Block: Processing, Employee Name or Pay Block: Processing, SSN. Totals by Pay Block: Processing, including number of employees with T & A's, without T & A's, & number of employees reactivated this period. Total by Center, including number of employees with T & A's, without T & A's, & number of employees reactivated this period.

[illegible]

- | | | |
|--------------------------------------|------------------------------------------------|----------------------------------------------------------------|
| A. Pay Block: Processing | K. Comp Time: Relig Earned B/W | 3. Military Leave: Used B/W Hours |
| B. Organization: Assigned | L. Holiday Hours: B/W | 4. Comp Time: Relig Used B/W |
| C. SSN | M. Sunday Diff: Hours B/W | 5. Court Leave: Used B/W |
| D. Shift Worked B/W | N. Hazardous Hours: B/W | 6. Employee Name (Last, First MI, Gen) |
| E. FLSA Paid Indicator | O. Annual Leave: Used B/W | 7. *81 if New Employee Indicator equal 'Y' |
| F. Regular Hours: B/W | P. Sick Leave: Used B/W | 9. Home Leave: Hours Used B/W |
| Annual Leave: Used B/W | Q. Comp Time: Used B/W + Comp Time: | 10. Count of Employees |
| Sick Leave: Used B/W | Extended Used | If T & A Status not = 'M' and Reactivation Indicator not = '2' |
| Holiday Leave: Used B/W | R. Credit Hours: Used B/W | 11. Count of Employees |
| Restored Leave: Used B/W | S. LWOP: Used B/W or LWOP: Used B/W - | If T & A: Status = 'M' |
| Military Leave: Used B/W Hours | AWOL: Used B/W if AWOL: Used B/W > | 12. Count of Employees |
| Comp Time: Relig Used B/W | 0 and AWOL: Used B/W greater than | If Reactivation Indicator = '2' |
| Administrative Leave: Used B/W | LWOP: Used B/W | 13. Facility Code |
| Excused Leave: Used B/W | T. AWOL: Used B/W | 14. Employee Hours Time Off Paid Quantity |
| COP Leave: Hours Used B/W | U. Suspension: Used B/W | |
| Graduate Leave: Used B/W | V. Holiday Leave: Used B/W | |
| Jury Leave: Used B/W | W. Restored Leave: Used B/W | |
| Comp Time: Taken B/W | X. Administrative Leave: Used B/W | |
| Court Leave: Used B/W | Y. Jury Leave: Used B/W | |
| Credit Hours: Used B/W | Z. Graduate Leave: Used B/W | |
| Home Leave: Hours Used B/W | a. If the user designates a Facility Code, the | |
| Employee Hours Time Off Paid | Facility Name will be derived from the | |
| Quantity | Facility Table | |
| G. Overtime: Hours B/W | 1. Excused Leave: Used B/W | |
| H. Night Differential: Hours B/W | 2. COP Leave: Hours Used B/W | |
| I. Comp Time: Hours (current earned) | | |
| J. Credit Hours: Earned B/W | | |

REPORT 403**MECHANIZED SF 2812 REPORT OF WITHHOLDING &
CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT
(PAGE 1 OF 4)****PAYROLL**

PURPOSE: To provide data on the SF 2812 for submission to the Office of Personnel Management and provide accounting system interface.

CONTENT: Withholdings and contributions for all employees by pay period.

SEQUENCE: By Center, Health Code. Totals by Center, Agency.

REPORT NO: 403		NASA PERSONNEL AND PAYROLL SYSTEM		PAGE:
SEQUENCE BY:		INSTALLATION NAME		DATE:
				TIME:
REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS, LIFE INSURANCE AND RETIREMENT				
ADDRESS		PAYROLL OFFICE NUMBER		
1.		2.		
		DATE PAYROLL PAID		
		3.		
		PAY PERIOD		
		FROM	TO	
		4.	5.	
BENEFIT CATEGORY	WITHHOLDINGS	CONTRIBUTIONS	TOTAL	
LIFE INSURANCE				
BASIC LIFE	6.	7.		
STANDARD-OPTION A	8.			
ADDITIONAL-OPTION B	9.			
FAMILY-OPTION C	10.			
POST RETIREMENT				
TOTAL LIFE RETIREMENT	11.	12.	+ 13.	
HEALTH BENEFITS				
REGULAR	14.	15.		
TEMPORARY CONTINUATION COVERAGE (P.L. 100-654)				
TOTAL HEALTH BENEFITS	14.	15.	+ 16.	
RETIREMENT				
CSRS				
ALL CATEGORIES	17.	18.		
SALARY OFFSET- REEMPLOYED ANNUITANTS		19.		
MILITARY AND CIVILIAN SERVICE CREDIT	20.			
FERS				
REGULAR	21.	22.		
MILITARY RESERVE				
TECHNICIANS	23.	24.		
SPECIAL	25.	26.		
SALARY OFFSET- REEMPLOYED ANNUITANTS		34.		
MILITARY DEPOSIT	27.			
TOTAL RETIREMENT	28.	29.	+ 30.	
GRAND TOTAL	31.	32.	= 33.	

See Next Page for Data Elements

**MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS
FOR FEHB, FEGLI & RETIREMENT
DATA ELEMENTS
REPORT 403, 1/4**

1. Installation Address
2. Payroll Office Number
3. Pay Period Ending Date + 10
4. Pay Period First Day (Date)
5. Pay Period Ending Date
6. Total (FEGLI: Basic B/W + FEGLI: Basic Adj + FEGLI: Basic YTD Cntl Diff)
7. Total (FEGLI: Govt Contr B/W + FEGLI: Govt Contr Adj + FEGLI: Govt Contr YTD Cntl Diff)
8. Total (FEGLI: Standard Opt 'A' B/W + FEGLI: Standard Opt 'A' Adj + FEGLI: Opt A YTD)
9. Total (FEGLI: Additional Opt 'B' B/W + FEGLI: Additional Opt 'B' Adj + FEGLI: Opt B YTD)
10. Total (FEGLI: Family Opt 'C' B/W + FEGLI: Family Opt 'C' Adj + FEGLI: Opt C YTD)
11. 6 + 8 + 9 + 10
12. 7
13. 11 + 12
14. Total (FEHB: B/W + FEHB: Spousal Payment Amt + FEHB: Prior Adj + FEHB: Cur Adj + FEHB: Cash Collection + FEHB: Deduction YTD Cntl Diff) if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal ' ', 'ZZX', 'ZZY', 'ZZZ'
15. Total (FEHB: Govt Contr B/W + FEHB: Current Govt Adj Erngs + FEHB: Govt Contr Prior Adj + FEHB: Cash Collection Adj + FEHB: Govt Contr YTD Cntl Diff) if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal ' ', 'ZZX', 'ZZY', 'ZZZ'
16. 14 + 15
17. Total (CSRS: B/W + CSRS: Adjustment + Retirement: Employee Adj + CSRS: YTD Cntl Diff) if Retirement Plan = 'I','6','C','E', 'R', Or 'T'
18. Total (CSRS: Govt Contr B/W + Retirement: Government Adj + CSRS: Former Retire Current Adj + CSRS: Govt Contr YTD Cntl Diff) if Retirement Plan = 'I','6','C','E','R', Or 'T'
19. If Retirement Plan = 'C', '1', or '6' and Annuitant Indicator = '1', '4', or '5'
 Salary Offset + CSRS: Salary Offset Adj
 Else
 CSRS: Salary Offset Adj

**MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS
FOR FEHB, FEGLI & RETIREMENT
DATA ELEMENTS
REPORT 403, 1/4**

20. Total (CSRS: Mil Dep B/W + CSRS: Mil Dep Cash PMT + Civil Serv Credit: B/W + Civil Serv Credit: Adjustment + CSRS: Mil Dep Cntl YTD Diff + Civil Serv Credit: YTD Cntl Diff)
21. Total (FERS: B/W + FERS: Adjustment + FERS: (K) YTD Cntl Diff) if Retirement Plan = 'K'
22. Total (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (K) YTD Cntl Diff) if Retirement Plan = 'K'
23. Total (FERS: B/W + FERS: Adjustment + FERS: (N) YTD Cntl Diff) if Retirement Plan = 'N'
24. Total (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (N) YTD Cntl Diff) if Retirement Plan = 'N'
25. Total (FERS: B/W + FERS: Adjustment + FERS: (M) YTD Cntl Diff + FERS: (L) YTD Cntl Diff) if Retirement Plan = 'M' or 'L'
26. Total (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (M) YTD Cntl Diff + FERS: Govt (L) YTD Cntl Diff) if Retirement Plan = 'M' or 'L'
27. Total (FERS: Mil Dep B/W) + Total (FERS: Mil Dep Cash Pmt) + Total (FERS: Mil Dep YTD Cntl Diff)
28. 17 + 20 + 21 + 23 + 25 + 27
29. 18 + 19 + 22 + 24 + 26 + 34
30. 28 + 29
31. 11 + 14 + 28
32. 12 + 15 + 29
33. 13 + 16 + 30
34. If Retirement Plan = 'K', 'L', 'M' or 'N' and Annuitant Indicator = 'A', 'C', or 'E'
Salary Offset + FERS: Salary Offset Adj
Else
FERS: Salary Offset Adj
35. Installation Phone Number

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z' or Reactivation Indicator not equal 3

FOR SPOUSAL HEALTH

Includes all employees with the following criteria:

- Spousal Center equals user designated center code
- Spousal period equals Pay Cntl: Pay Period
- Spousal Data Date between Pay Cntl: Current PP Begin Date + 3 and Pay Cntl: Current PP Ending Date + 3

REPORT 403

**MECHANIZED SF 2812 REPORT OF WITHHOLDING &
CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT
(PAGE 2 OF 4)**

PAYROLL

PURPOSE: To provide data on the SF 2812 for submission to the Office of Personnel Management and provide accounting system interface.

CONTENT: Withholdings and contributions for all employees by pay period.

SEQUENCE: By Center, Health Code. Totals by Center, Agency.

REPORT NO: 403	NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:			
SEQUENCE BY:	INSTALLATION NAME				DATE:			
REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS BY ENROLLMENT CODE								
BUREAU, DIVISION OR OFFICE			PAYROLL OFFICE NUMBER					
2.			1.					
ADDRESS			PAY PERIOD FROM		PAY PERIOD TO			
5.			3.		4.			
			DATE PAYROLL PAID					
			6.					
			AGENCY TELEPHONE NUMBER					
			7.					
ENROLLMENT	TOTAL WITH. &	NO	ENROLLMENT	TOTAL WITH. &	NO	ENROLLMENT	TOTAL WITH. &	NO
CDE NO	CONTRIBUTIONS	ENROLLED	CDE NO	CONTRIBUTIONS	ENROLLED	CDE NO	CONTRIBUTIONS	ENROLLED
8.	9.	10.						

See Next Page for Data Elements

**MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS
FOR FEHB FEGLI & RETIREMENT
DATA ELEMENTS
REPORT 403, 2/4**

1. Payroll Office Number
2. Installation Name
3. Pay Period First Day (Date)
4. Pay Period Ending Date
5. Installation Address
6. Pay Period Ending Date + 10
7. Installation Phone Number
8. '-' or
FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code,
FEHB: Spousal Carrier Code
9. Total of (FEHB: Emp YTD Adj Diff + FEHB: Gov YTD Adj Diff) if FEHB: Plan
Code = '-', 'ZZX', 'ZZY', 'ZZZ' and (FEHB: Emp YTD Adj Diff not equal 0
or FEHB: Gov YTD Adj Diff not equal 0) or
Total of
(FEHB: B/W + FEHB: Cash Collection + FEHB: Prior Adj + FEHB: Cur Adj +
FEHB: Cash Collection Adj + FEHB: Spousal Payment Amt + FEHB: Emp YTD
Adj Diff + FEHB: Govt Contr B/W + FEHB: Govt Contr Prior Adj + FEHB: Current
Govt Adj Erngs + FEHB: Govt YTD Adj Diff)

in category if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection
Plan Code not equal '-', 'ZZX', 'ZZY', 'ZZZ'
10. Total Of All Enrolled With Or Without Deductions in a category

REPORT 403

**MECHANIZED SF 2812 REPORT OF WITHHOLDING &
CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT
(PAGE 3 OF 4)**

PAYROLL

PURPOSE: To provide data on the SF 2812 for submission to the Office of Personnel Management and provide accounting system interface.

CONTENT: Withholdings and contributions for all employees by pay period.

SEQUENCE: By Center, Health Code. Totals by Center, Agency.

REPORT NO: 403
SEQUENCE BY:

NASA PERSONNEL AND PAYROLL SYSTEM
INSTALLATION NAME

PAGE:
DATE:
TIME:

REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS BY ENROLLMENT CODE

BUREAU, DIVISION OR OFFICE
2.
ADDRESS
5.

PAYROLL OFFICE NUMBER
1.
PAY PERIOD FROM PAY PERIOD TO
3. 4.
DATE PAYROLL PAID
6.
AGENCY TELEPHONE NUMBER
7.

ENROLLMENT CDE NO	TOTAL WITH. & CONTRIBUTIONS	NO ENROLLED	ENROLLMENT CDE NO	TOTAL WITH. & CONTRIBUTIONS	NO ENROLLED	ENROLLMENT CDE NO	TOTAL WITH. & CONTRIBUTIONS	NO ENROLLED
8.	9.	10.						

***** SUPPLEMENTAL REPORT FOR TEMPORARY EMPLOYEES *****

* These figures reflect only data relating to temporary employees,
and are also included in the regular SF 2812A Headcount figures.

See Next Page for Data Elements

**MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS
FOR FEHB, FEGLI & RETIREMENT
DATA ELEMENTS
REPORTS 403, 3/4**

1. Payroll Office Number
2. Installation Name
3. Pay Period First Day (Date)
4. Pay Period Ending Date
5. Installation Address
6. Pay Period Ending Date + 10
7. Installation Phone Number
8. FEHB: Plan Code or FEHB: Prior Plan Code
9. FEHB: B/W if FEHB: Contribution Flag = 'Y'
10. Total Of All Enrolled Temporary Employees (if FEHB: Contribution Flag = 'Y') With or Without Deductions in a category

REPORT 403

**MECHANIZED SF 2812 REPORT OF WITHHOLDING &
CONTRIBUTIONS FOR FEHB, FEGLI & RETIREMENT
(PAGE 4 OF 4)**

PAYROLL

PURPOSE: To provide data on the SF 2812 for submission to the Office of Personnel Management and provide accounting system interface.

CONTENT: Withholdings and contributions for all employees by pay period.

SEQUENCE: By Center, Health Code. Totals by Center, Agency.

REPORT NO: 403	NASA PERSONNEL AND PAYROLL SYSTEM	PAGE:
SEQUENCE BY:	INSTALLATION NAME	DATE:
		TIME:

REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS BY ENROLLMENT CODE

BUREAU, DIVISION OR OFFICE	PAYROLL OFFICE NUMBER
2.	1.
ADDRESS	PAY PERIOD FROM
5.	3.
	DATE PAYROLL PAID
	6.
	AGENCY TELEPHONE NUMBER
	7.

ENROLLMENT	TOTAL WITH. &	NO	ENROLLMENT	TOTAL WITH. &	NO	ENROLLMENT	TOTAL WITH. &	NO
CDE NO	CONTRIBUTIONS	ENROLLED	CDE NO	CONTRIBUTIONS	ENROLLED	CDE NO	CONTRIBUTIONS	ENROLLED
8.	9.	10.						

***** SUPPLEMENTAL REPORT FOR FORMER SPOUSES *****

* These figures reflect only data relating to former spouses and are also included in the regular SF 2812A Headcount figures.

See Next Page for Data Elements

**MECHANIZED SF 2812 REPORT OF WITHHOLDING & CONTRIBUTIONS
FOR FEHBI & RETIREMENT
DATA ELEMENTS
REPORTS 403, 4/4**

1. Payroll Office Number
2. Installation Name
3. Pay Period First Day (Date)
4. Pay Period Ending Date
5. Installation Address
6. Pay Period Ending Date + 10
7. Installation Phone Number
8. FEHB: Spousal Carrier Code
9. Total FEHB: Spousal Payment Amt In Category
10. Total Of All Enrolled Spouses With Or Without Deductions in a category

REPORT 410 OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT PAYROLL
REPORT (PAGE 1 OF 2)

PURPOSE: To provide data to Office of Personnel Management.

CONTENT: All enrollees.

SEQUENCE: Totals by Center.

Data Elements: See Attached Sheets

**OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT REPORT
DATA ELEMENTS
REPORT 410, 1/2**

1. Installation Name and Address
- 2a. Payroll Office Number
- 2b. Installation Contact Phone Number
3. Pay Period Ending Date + 10 Days
4. Pay Period Start Date
5. Pay Period Ending Date
6. Total (FEGLI: Basic B/W + FEGLI: Basic Adj + FEGLI: Govt Contr B/W + FEGLI: Govt Contr Adj)
7. Count Of Deductions In Category
8. Count Of No Deductions In Category
9. Total (FEGLI: Standard Opt 'A' B/W + FEGLI: Standard Opt 'A' Adj)
10. Count Of Deductions In Category
11. Count Of No Deductions In Category
12. Total (FEGLI: Additional Opt 'B' B/W (1-7) + FEGLI: Additional Opt 'B' Adj)
13. Count Of Deductions In Category
14. Count Of No Deductions In Category
15. Total (FEGLI: Family Opt B/W + FEGLI: Family Opt Adj)
16. Count Of Deductions In Category
17. Count Of No Deductions In Category
18. $6 + 9 + 12(1-7) + 15$
19. Total (FEHB: B/W + FEHB: Govt Contr B/W + FEHB: Prior Adj + FEHB: Govt Contr Prior Adj + FEHB: Cur Adj + FEHB: Govt Contr Cur Adj + FEHB: Cash Collection + FEHB: Cash Collection Adj) if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal ' ', 'ZZX', 'ZZY', 'ZZZ')
20. Count Of Deductions In Category
21. Total (FEHB: Spousal Payment Amt) + Total of (FEHB: B/W + FEHB: Current Adj) if FEHB: Contribution Flag = 'Y'
22. Count Of Deductions In Category
23. $19 + 21$
24. $20 + 22$

SELECTION CRITERIA

Report Produced Only At Last Page Date In March And September Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Duty Status Not Equal 'Z'
- Reactivation Indicator Not Equal 3

REPORT 410

**OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT
REPORT (PAGE 2 OF 2)**

PAYROLL

PURPOSE: To provide data to Office of Personnel Management.

CONTENT: All enrollees.

SEQUENCE: Totals by Center.

Data Elements: See Attached Sheets

**OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT REPORT
DATA ELEMENTS
REPORT 410, 2/2**

1. Payroll Office Count
2. Pay Period Ending Date + 10
3. Total (CSRS: B/W + CSRS: Adjustment) If Retirement Plan Code = 'I' Or 'R'
4. Total Empl CSRS Base Earn Amt = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj + Availability Adj + Local Adj (If Retirement Plan Code = 'I' Or 'R')
5. Count Of Deductions In Category (If Retirement Plan Code = 'I' Or 'R')
6. Count Of No Deductions In Category (If Retirement Plan Code = 'I' Or 'R')
7. Total CSRS: Govt Contr B/W In Category (If Retirement Plan Code = 'I' Or 'R')
8. Total (CSRS: B/W + CSRS: Adjustment) If Retirement Plan Code = '6' Or 'T'
9. Total Empl CSRS Base Earn Amt = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj + Availability Adj + Local Adj (If Retirement Plan Code = '6' Or 'T')
10. Count Of Deductions In Category (If Retirement Plan Code = '6' Or 'T')
11. Count Of No Deductions In Category (If Retirement Plan Code = '6' Or 'T')
12. Total CSRS: Govt Contr B/W (If Retirement Plan Code = '6' Or 'T')
13. Total (CSRS: B/W + CSRS: Adjustment) If Retirement Plan Code = 'C'
14. Total Empl CSRS Base Earn Amt = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj + Availability Adj + Local Adj (If Retirement Plan Code = 'C')
15. Count Of Deductions In Category (If Retirement Plan Code = 'C')
16. Count Of No Deductions In Category (If Retirement Plan Code = 'C')
17. Total CSRS: Govt Contr B/W In Category (If Retirement Plan Code = 'C')
18. Total (CSRS: B/W + CSRS: Adjustment) If Retirement Plan Code = 'E'
19. Total Empl CSRS Base Earn Amt = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj + Availability Adj + Local Adj (If Retirement Plan Code = 'E')
20. Count Of Deductions In Category (If Retirement Plan Code = 'E')
21. Count Of No Deductions In Category (If Retirement Plan Code = 'E')
22. Total CSRS: Govt Contr B/W In Category (If Retirement Plan Code = 'E')
23. If Retirement Plan Code Not = 'K', 'N', 'M', Or 'L' and Annuitant Indicator = '1', '4', or '5'
Total (Salary Offset + CSRS: Salary Offset Adj)
Else
CSRS: Salary Offset Adj
24. Count Of No Deductions In Category (If Retirement Plan Code Not = 'K', 'N', 'M', Or 'L' and Annuitant Indicator = '1', '4', or '5')
25. Total CSRS: Mil Dep B/W + Total CSRS: Mil Dep Cash
26. Count Of Deductions In Category

**OPM 1523 SUPPLEMENTAL SEMI-ANNUAL HEADCOUNT REPORT
DATA ELEMENTS
REPORT 410, 2/2**

27. Total (Civil Serv Credit: B/W + Civil Serv Credit: Adjustment)
28. Count Of Deductions In Category
29. Total (FERS: B/W + FERS: Adjustment) If Retirement Plan Code = 'K'
30. Total FERS Earnings: B/W = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj + Availability Adj + Local Adj (If Retirement Plan Code = 'K')
31. Count Of Deductions In Category (If Retirement Plan Code = 'K')
32. Count Of No Deductions In Category (If Retirement Plan Code = 'K')
33. Total FERS: Govt Contr B/W (If Retirement Plan Code = 'K')
34. Total (FERS: B/W + FERS: Adjustment) If Retirement Plan Code = 'N'
35. Total FERS Earnings: B/W = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj + Availability Adj + Local Adj (If Retirement Plan Code = 'N')
36. Count Of Deductions In Category (If Retirement Plan Code = 'N')
37. Count Of No Deductions In Category (If Retirement Plan Code = 'N')
38. Total FERS: Govt Contr B/W (If Retirement Plan Code = 'N')
39. Count Of Deductions In Category (If Retirement Plan Code = 'L')
40. Count Of No Deductions In Category (If Retirement Plan Code = 'L')
41. Total (FERS: B/W + FERS: Adjustment) If Retirement Plan Code = 'M'
42. Total FERS Earnings: B/W = Basic Pay + AUO + Availability + Local + Basic Adj + AUO Adj + Availability Adj + Local Adj (If Retirement Plan Code = 'M')
43. Count Of Deductions In Category (If Retirement Plan Code = 'M')
44. Count Of No Deductions In Category (If Retirement Plan Code = 'M')
45. Total FERS: Govt Contr B/W (If Retirement Plan Code = 'M')
46. If Retirement Plan Code = 'K', 'N', 'M', 'L', or '2' and Annuitant Indicator = 'A', 'C', or 'E'
Total (Salary Offset + FERS: Salary Offset Adj)
Else
FERS: Salary Offset Adj
47. Count Of No Deductions In Category (If Retirement Plan Code = 'K', 'N', 'M', 'L', or '2' and Annuitant Indicator = 'A', 'C', or 'E')
48. Total FERS: Mil Dep B/W + Total FERS: Mil Dep Cash PMT
49. Count Of Deductions In Category
50. Total CSRS (3 + 7 + 8 + 12 + 13 + 17 + 18 + 22 + 23 + 25 + 27) + FERS (29 + 33 + 34 + 38 + 41 + 45 + 46 + 48)
51. 5 + 10 + 15 + 20 + 26 + 28 + 31 + 36 + 39 + 43 + 49
52. 6 + 11 + 21 + 24 + 32 + 37 + 40 + 44 + 47
53. Total 18(on Page 1) + 23(on Page 1) + 50
54. Count Of Employees On Payroll If Duty Status Not = 'Z'

REPORT 301

BOND STATUS REGISTER

PAYROLL

PURPOSE: To show status of bond activity.

CONTENT: All active bond enrollments.

SEQUENCE: Selective by Center, Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN.

REPORT NO: 301		SUBJECT TO PRIVACY ACT OF 1974				PAGE:		
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM				DATE:		
		INSTALLATION NAME				TIME:		
		PPPPPPPPPPPPPPPPPPPPPPPPPPPP						
		BOND STATUS REGISTER						
		AS OF MM/DD/YY						
PB	SSN	FACILITY	NAME	BOND CODE	BOND DED	PUR PRICE	BALANCE	BOND DENOM
REFUND								
01	543216789	M	TIGER, DONNA J.	02	10.00	50.00	5.00	100.00
AA	BBBBBBBBB	Q	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	DD	E,EEE.EE	F,FFF.FF	G,GGG.GG	HH,HHH
I,III.II								
PAYBLOCK	AA	TOTALS		J,JJJ,JJJ.JJ		K,KKK,KKK.KK		
L,LLL,LLL.LL								
REPORT	301	TOTALS		M,MMM,MMM.MM		N,NNN,NNN.NN		
O,OOO,OOO.OO								

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI, Gen)
- D. Number of Bond (1 - 10)
- E. Bond: B/W
- F. Bond: Denomination / 2
- G. Bond: Current Balance
- H. Bond: Denomination
- I. Bond: Refund
- J. Pay Block total of E
- K. Pay Block total of G

- L. Pay Block total of I
- M. Center total of E
- N. Center total of G
- O. Center total of I
- P. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
- Q. Facility Code

- SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation Code equals user designated center code
 - Any Bond: Requested Deduction greater than 0 (up to 10)
 - Facility Code equals user designated facility code if entered

REPORT 404**BOND REQUEST REGISTER****PAYROLL**

PURPOSE: To provide the U.S. Treasury with a listing of all bonds to be issued.

CONTENT: Bonds purchased this pay period.

SEQUENCE: Selective By Center, Bond: Denomination, SSN or Bond: Denomination, Employee Name.
Totals by Bond: Purchase Price and count.
Page break by Center, Bond: Denomination.

REPORT NO: 404
SEQUENCE BY:

SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM
INSTALLATION NAME
BOND REQUEST REGISTER
AS OF MM/DD/YY

PAGE:
DATE:
TIME:

SSN	NAME	BOND DENOM	PURCHASE PRICE	BOND CODE	BOND DATE
123456789	JAMESBOURGH, ROBIN L. JR.	100	50.00	01	MAR 88
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCC	D,DDD.DD	EE	FFF FF

BOND DENOMINATION CCCCC

TOTAL BOND PURCHASE: GG,GGG.GG
TOTAL COUNT: HH,HHH

SUBJECT TO PRIVACY ACT OF 1974

- A. SSN
- B. Employee Name(Last, First, MI, Gen)
- C. Bond: Denomination
- D. Bond: Purchase Price
- E. Number of Bond (1 - 10)
- F. Bond: Interest Accrual Date
- G. Total of D
- H. Total number of Bonds for this denomination

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Bond: Purchase Indicator equal '1' (Purchased this period; up to 10)

REPORT 302

BOND ENROLLMENT REGISTER

PAYROLL

PURPOSE: To provide a listing of all bond enrollments.

CONTENT: All bond enrollments.

SEQUENCE: Selective By Center, Pay Block: Processing, Name or Pay Block: Processing, SSN.
Page break by Center, Pay Block: Processing.

REPORT NO: 302
SEQUENCE BY:

SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM
INSTALLATION NAME
MMMMMMMMMMMMMMMMMMMMMMMMMM
BOND ENROLLMENT REGISTER SUMMARY
AS OF MM/DD/YY

PAGE:
DATE:
TIME:

PB	NAME-PURCHASER OWNER CO-OWN/BENEFICIARY	SSN	FACILITY	ADDRESS	BOND IND.	PRICE	DATE	PAYMT DESIG	
03	Michellene R. Greenshield MICHELLENE R. GREENSHIELD Robin L. Greenshield	123456789 123456789 987654321	M	4314 REDROCK MILES CITY, MT.	59101	01	50.00	Jan.1988	POD
AA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB HHHHHHHHHHHHHHHHHHHHHHHHHHHHHHHHHH KKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKKK	CCCCCCCCC	N	JJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJ IIIIIIIII JJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJ LLLLLLLLL JJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJJ	DD	EEEE.EE	FFF FFFF	GGG	

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing
- B. Employee Name (First, MI, Last, Gen)
- C. SSN
- D. If Bond: Denomination not = 0:
"1",..., "10" (Literal, Bond Occurrence)
- E. Bond: Denomination / 2
- F. Bond: Interest Accrual Date
- G. Bond: Co-owner/Beneficiary Cde
- H. Bond: Owner Name
- I. Bond: Owner SSN
- J. Bond: Mailing Address
- K. Bond: Co-owner/Beneficiary Nme
- L. Bond: Co-owner/Beneficiary SSN
- M. If the user designates a Facility Code,
the Facility Name will be derived
from the Facility Table
- N. Facility Code

SELECTION CRITERIA:
Includes all employees with the following
criteria:

- Installation code equals user designated
center code
- Bond: Status not deleted
- Bond: Requested Deduction greater
than 0
- Facility Code equals user designated
facility code if entered

REPORT 411	SF 2807 CSRS-REGISTER OF SEPARATIONS AND TRANSFERS	PAYROLL
PURPOSE:	To transmit data to Office of Personnel Management.	
CONTENT:	All terminated, separated & transferred CSRS and CSRS Offset employees this period.	
SEQUENCE:	By Center, Employee Name.	

**SF 2807 CSRS-REGISTER OF SEPARATIONS AND TRANSFERS
DATA ELEMENTS
REPORT 411**

- A. 'NASA' (literal)
- 1. Installation: TSP Phone
- 2. Page Number
- 3. Installation: Name
- 4. Installation: Address
- 5. Installation: Payroll Office Num
- 6. Employee Name (Last, First, MI, Gen)
- 7. Date Of Birth
- 7a. SSN
- 8. CSRS: Deduction YTD
- 9. CSRS: Tran Out
- 10. Termination Date
- 11. NOAC: Description and NOAC NTE Date Hist if present
- 12. Total of 8 + 19 (on that page)
- 13. Total of 9 + 20 (on that page)
- 14. Previous Page Number
- 15. 17 (on previous page)
- 16. 18 (on previous page)
- 17. 12 + 15
- 18. 13 + 16
- 19. CSRS: Mil Dep YTD
- 20. CSRS Mil: Tran Out
- 21. Literal "Military Service Credit Deposit" (if 20 > 0)

SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Duty Status Equal 'Z'
- Reactivation Indicator Equal 0
- Retirement Plan Equal '1' '6' 'R' 'T' 'C' 'E'

REPORT 412

SF 3103 FERS-REGISTER OF SEPARATIONS AND TRANSFERS

PAYROLL

PURPOSE: To transmit data to Office of Personnel Management.
CONTENT: All terminated, separated & transferred FERS employees this period.
SEQUENCE: By Center, Employee Name.

Data Elements: See Attached Sheet

**SF 3103 FERS-REGISTER OF SEPARATIONS AND TRANSFERS
DATA ELEMENTS
REPORT 412**

- A. 'NASA' (literal)
1. Installation: TSP Phone
 2. Page Number
 3. Installation Name
 4. Installation Address
 5. Payroll Office Number
 6. Employee Name (Last, First, MI, Gen)
 7. FERS: YTD
 8. FERS: Tran Out
 9. Termination Date
 10. Date of Birth
 11. SSN
 12. NOAC: Description and NOAC NTE Date Hist if present
 13. Total of 7 + 20 (on that page)
 14. Total of 8 + 21 (on that page)
 15. Previous Page
 16. 18 (on previous page)
 17. 19 (on previous page)
 18. 13 + 16
 19. 14 + 17
 20. FERS: Mil Dep YTD + CSRS: Mil Dep YTD
 21. FERS: Mil Tran Out + CSRS Mil: Tran Out
 22. Literal "Military Service Credit Deposit" (if 21 > 0)

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals to user designated center code
- Duty Status equal 'Z'
- Reactivation Indicator equal '0'
- Retirement Plan equal 'K' or 'M' or 'N'

REPORT 400

HEALTH BENEFITS REGISTER (PAGE 1 OF 2)

PAYROLL

PURPOSE: To reconcile Center enrollment with Health Benefit Carrier reports. On request, the report is sent to individual Health Benefit Carriers.

CONTENT: All enrolled employees.

SEQUENCE: Selective By Health Benefit Code Sequenced by Health Benefits Code, Employee Name or SSN Totals by Health Benefit Code , Pay Block: Processing and Center Page break by Health Benefits Code.

SUBJECT TO PRIVACY ACT OF 1974							
NASA PERSONNEL AND PAYROLL SYSTEM							
INSTALLATION NAME							
HEALTH BENEFITS REGISTER							
AS OF II/II/II							
PAGE:							
DATE:							
TIME:							
REPORT NO:	400						
SEQUENCE BY:	HEALTH CODE						
	SSN						
PAYROLL OFFICE NUMBER:	JJJJJJJJ						
PAY PERIOD ENDING:	II/II/II						
PAYROLL PAID DATE:	KK/KK/KK						
PAYROLL OFFICE NAME AND ADDRESS							
LLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLL							
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM							
MMMMMMMMMMMMMMMMMM, MMM MMMMMMMMM							
CONTACT PERSON:	NNNNNNNNNNNNNNNNNNNNNNNNNNNNNN						
CODE	SSN	NAME	LWOP(Y)	PT HRS	EMP DED	AGENCY CONTR	TOTAL DED
----	---	----	-----	---	---	-----	-----
AAA	BBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	H	FFFF.FF	DDDD.DD	EEEE.EE	GGGG.GG
HEALTH CODE AAA	TOTALS ==>		000000.00 PPPPPP.PP QQQQQQ.QQ				
BENEFITS PAID RRRRRR							
BENEFITS NOT PAID SSSSSS							
TOTAL EMPLOYEES TTTTTT							
GRAND TOTAL FOR CARRIER UU	TOTALS ==>		YYYYYYY.YY ZZZZZZ.ZZ aaaaaaa.aa				
BENEFITS PAID VVVVVV							
BENEFITS NOT PAID WWWWWW							
TOTAL EMPLOYEES XXXXXX							
FINAL TOTALS ==>	bbbbbbb.bb cccccc.cc ddddddd.dd						
BENEFITS PAID eeeeeee							
BENEFITS NOT PAID fffffff							
TOTAL EMPLOYEES gggggg							

- A. FEHB: Plan Code or FEHB: Prior Plan Code
or FEHB: Cash Collection Plan Code
- B. SSN
- C. Employee Name (Last,First,MI,Gen)
- D. FEHB: Prior Adj + FEHB: B/W + FEHB:
Cur Adj + FEHB: Cash Collection
- E. FEHB: Govt Contr Prior Adj + FEHB: Govt
Contr B/W + FEHB: Govt Contr Adj B/W +
FEHB: Govt Contr Cash Collection Adj.
- F. Part Time Hours
- G. D + E
- H. "Y" if T&A: Status = 'G' enrolled in A above,
and D = 0.00
- I. Pay Cntl: Current PP ending date
- J. Installation: Payroll Office Num
- K. Pay Cntl: Current PP ending date + 10 days
- L. Installation: name
- M. Installation: Address
- N. Installation: TSP Contact Name
- O. Total of D, for A above, if FEHB:
CONTRIBUTION FLAG ne Y
- P. Total of E, for A above, if FEHB:
CONTRIBUTION FLAG ne Y
- Q. Total of G, for A above, if FEHB:
CONTRIBUTION FLAG ne Y

- R. For a HEALTH CODE the total employees where $D > 0$
- S. For a HEALTH CODE the total employees where $D = 0$
- T. Total of R + S
- U. First two characters of A above (i.e. CARRIER)
- V. For a CARRIER the total employees where $D > 0$
- W. For a CARRIER the total employees where $D = 0$
- X. Total of V + W
- Y. Total of D for a CARRIER
- Z. Total of E for a CARRIER
- a. Total of G for a CARRIER
- b. Report total of all D
- c. Report total of all E
- d. Report total of all G
- e. Report total of all employees where $D > 0$
- f. Report total of all employees where $D = 0$
- g. Total of e + f

The indented report lines with "PAYROLL OFFICE NUMBER:" as the first line, appear only once for each value of A above.

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- All employees enrolled in any plan (i.e. Program rejects if (FEHB: Plan Code = ' ' or 'ZZX' or 'ZZY' or 'ZZZ' or 'ZZ') and (FEHB: Prior Plan Code = ' ' or 'ZZX' or 'ZZY' or 'ZZZ' or 'ZZ') and (FEHB: Cash Collection Health Code = ' ' or 'ZZX' or 'ZZY' or 'ZZZ' or 'ZZ'))
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3 (active for pay)

PAYROLL

SEQUENCE: Selective By Health Benefit Code Sequenced By Health Benefit Code, Employee Name or SSN
Totals by Health Benefit Code, Pay Block: Processing and Center Page break by Health Benefit
Code.

<p>A. FEHB: Plan Code or FEHB: Prior Plan Code or FEHB: Cash Collection Plan Code</p> <p>B. SSN</p> <p>C. Employee Name (Last,First,MI,Gen)</p> <p>D. FEHB: Prior Adj + FEHB: B/W + FEHB: Cur Adj + FEHB: Cash Collection</p> <p>E. FEHB: Govt Contr Prior Adj + FEHB: Govt Contr B/W + FEHB: Govt Contr Adj B/W + FEHB: Govt Contr Cash Collection Adj.</p> <p>F. Part Time Hours</p> <p>G. D + E</p> <p>H. "Y" if T&A: Status = 'G' enrolled in A above, and D = 0.00</p> <p>I. Pay Cnt: Current PP ending date</p> <p>J. Installation: Payroll Office Num</p> <p>K. Pay Cnt: Current PP ending date + 10 days</p> <p>L. Installation: name</p> <p>M. Installation: Address</p> <p>N. Installation: TSP Contact Name</p> <p>O. Total of D, for A above, if FEHB: CONTRIBUTION FLAG ne Y</p> <p>P. Total of E, for A above, if FEHB: CONTRIBUTION FLAG ne Y</p> <p>Q. Total of G, for A above, if FEHB: CONTRIBUTION FLAG ne Y</p>	<p>R. For a HEALTH CODE the total employees where D > 0</p> <p>S. For a HEALTH CODE the total employees where D = 0</p> <p>T. Total of R + S</p> <p>U. First two characters of A above (i.e. CARRIER)</p> <p>V. For a CARRIER the total employees where D > 0</p> <p>W. For a CARRIER the total employees where D = 0</p> <p>X. Total of V + W</p> <p>Y. Total of D for a CARRIER</p> <p>Z. Total of E for a CARRIER</p> <p>a. Total of G for a CARRIER</p> <p>b. Report total of all D</p> <p>c. Report total of all E</p> <p>d. Report total of all G</p> <p>e. Report total of all employees where D > 0</p> <p>f. Report total of all employees where D = 0</p> <p>g. Total of e + f</p> <p>h. Total of D for A above for employees whose FEHB: contribution Flag = "Y"</p>	<p>i. Total of E for A above for employees whose FEHB: contribution Flag = "Y" (expected to be zero)</p> <p>j. Total of G for A above for employees whose FEHB: contribution Flag = "Y"</p> <p>k. Total of D for A above for employees whose FEHB: contribution Flag ne "Y"</p> <p>l. Total of E for A above for employees whose FEHB: contribution Flag ne "Y"</p> <p>m. Total of G for A above for employees whose FEHB: contribution flag ne "Y"</p> <p>The indented report lines with "PAYROLL OFFICE NUMBER:" as the first line, appear only once for each value of A above.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SELECTION CRITERIA: Includes all employees with the following criteria:

- Installation Code equals user designated center code-
All employees enrolled in any plan (i.e. Program rejects if (FEHB: Plan Code = ' '))

- Duty Status not equal 'Z' and
Reactivation Indicator not equal 3
(active for pay)
- FEHB: Contribution Flag = 'Y' (payer
of full premium - this page only)

REPORT 401

UNION DUES REPORT

PAYROLL

PURPOSE: To provide information to be mailed to the applicable Union.

CONTENT: All active employees that are enrolled in payroll deduction for a union.

SEQUENCE: By Center, Union Code, Organization: Assigned, SSN
Separate report for each Center, Union.
Totals by Union. Page break by Center, Union.

REPORT NO: 401
SEQUENCE BY:

SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM
INSTALLATION NAME
UNION DUES REPORT
(NAME (VARIABLE))
AS OF MM/DD/YY

PAGE:
DATE:
TIME:

SSN	NAME	ORG	GRADE	STEP	UNION DUES DED AMT.
123456789	ORGANEE, MILLIE C.	ZZ123	07	6	6.19
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCC	DD	EE	F,FFF.FF
GG	HHHHHHHHHHHHHHHHHHHHHHHHHHHHHH				II,III.II

SUBJECT TO PRIVACY ACT OF 1974

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. Organization: Assigned
- D. Grade: Current
- E. Step
- F. Union Dues: B/W
- G. Union Code
- H. Union Name
- I. Total of Union Dues: B/W

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals User Designated Center Code
- Union Code not equal 0
- Duty Status not equal 'Z'
- Duty Status equal 'Z' and Termination Date greater than Pay Period Beginning Date
- Installation code equals user designated center code.

REPORT 402**COMBINED FEDERAL CAMPAIGN REGISTER****PAYROLL**

PURPOSE: To provide each CFC agency with total CFC deductions made in the current pay period.

CONTENT: All active employees with a deduction for a CFC Agency.

SEQUENCE: Selective by Center, CFC: Agency Code, Employee Name or CFC: Agency Code, SSN
Totals by CFC: Agency Code. Page break by Center, CFC: Agency Code.

REPORT NO: 402	SUBJECT TO PRIVACY ACT OF 1974		PAGE:
SEQUENCE BY:	NASA PERSONNEL AND PAYROLL SYSTEM		DATE:
	INSTALLATION NAME		TIME:
	CFC AGENCY NAME(VARIABLE)		
	COMBINED FEDERAL CAMPAIGN REGISTER		
	AS OF MM/DD/YY		

SSN	NAME	CFC AGENCY CODE	DEDUCTION AMOUNT
123456789	APPLESEED, ESTHER K.	01	3.00
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCC	D,DDD.DD
TOTAL COUNT FOR AGENCY EE,EEE		CFC AGENCY TOTAL	F,FFF,FFF,FFF.FF
TOTAL COUNT FOR CENTER GG,GGG		CFC CENTER TOTAL	H,HHH,HHH,HHH.HH

SUBJECT TO PRIVACY ACT OF 1974

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. CFC: Agency Code
- D. CFC: B/W
- E. Count of C
- F. Total of D
- G. Center Total of E
- H. Center Total of F

- SELECTION CRITERIA:**
Includes all employees with the following criteria:
- Installation Code equals user designated center code
 - Reactivation indicator = 0 (active for pay)
 - CFC: B/W not equal 0

REPORT 202**PAYROLL REGISTER****PAYROLL**

PURPOSE: To provide the detail on hours and gross to net pay on individual employees for use by payroll clerks and, to provide pay period and year-to-date totals.

CONTENT: Employees active this pay period; user may select the report for a particular employee or Pay Block. Totals can be displayed for a particular Pay Block or for the Center.

SEQUENCE: Selective By Center, Pay Block: Processing, Employee Name or Pay Block: Processing, SSN; Totals by Pay Block, Center, and Agency; Totals by Center include totals for CSRS NASA CUM, FERS NASA CUM and number of checks; Page break by Center, Pay Block: Processing.

REPORT NO: 202		SUBJECT TO PRIVACY ACT OF 1974										PAGE:
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM										DATE:
		INSTALLATION NAME										TIME:

		PAYROLL REGISTER										
		AS OF MM/DD/YY										
PB	SSN	NAME	GR	ST	ORGA	RET	PLAN	FLSA	SHIFT	SHIFT	HOURLY	
AA	BBBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	DD	EE	FFFF	G	I		FROM	TO	RATE	
FACILITY: *a									JJJJ	&BBBB	KK.KK	
-----EARNINGS-----												
	B/W HOURS	B/W EARNINGS	CURR	ADJUST	YTD EARNINGS				B/W DEDUCTION	ADJUSTMENT	YTD TOTALS	
BASE	LLL.LL	MMM.MM	NNN.NN		/QQ,QQ,QQ	FED W/H			0000.00		pppp.pp	/ee,eee.ee
OVERTIME	000.00	PPP.PP			/RRR,RRR.RR	PCS W/H						*ss,sss.ss
OVERTIME ADJ	QQQ.QQ		RRR.RR			U.S. INDEBT			qqqq.qq			/ff,fff.ff
NIGHT DIFF.	SSS.SS	TTT.TT	12		/SSS,SSS.SS	BANKRUPT			rrrr.rr			/gg,ggg.gg
HAZARDOUS	UUU.UU	VVV.VV	14		/TTT,TTT.TT	CHILD SUPP			ssss.ss			/hh,hhh.hh
FIRE FIGHT		&CCCC.CC	15			COM GARNISH			44			45
SUN. DIFF.	WWW.WW	XXX.XX	17		/UUU,UUU.UU	STATE TAX			tttt.tt		uuuu.uu	/ii,iii.ii
HOL WKED	YYY.YY	ZZZ.ZZ	19		/VVV,VVV.VV	COUNTY TAX			vvvv.vv		www.w	/jj,jjj.jj
UNUSED CT PAID		bbb.bb			/WWW,WWW.WW	CITY TAX			xxxx.xx		yyyy.yy	/kk,kkk.kk
SUPER DIFF.		24	25			CSRS			zzzz.zz		1111.11	/ll,111.11
FOREIGN DIFF.		cccc.cc	20		/XXX,XXX.XX	CSRS MIL DEP			4444.44			/nn,nnn.nn
RET ALLOW		26	27			FERS			5555.55		6666.66	/oo,ooo.oo
LOCAL PAY		35	36		37	FERS MIL DEP			7777.77			/pp,ppp.pp
AUO		38	39		40	CIV SVC CRD			*NNNN.NN			*00,000.00
AVAIL PAY		46	47		48	FICA			9999.99		0000.00	/rr,rrr.rr
STAFF DIFF		41	42		43	HIT			/AAAA.AA		/BBBB.BB	/ss,sss.ss
LUMP SUM LV	ddd.dd	eeee.ee	ffff.ff		/YYY,YYY.YY	FEGLI			/CCCC.CC		/DDDD.DD	/tt,ttt.tt
STAT CUT BK		gggg.gg			/ZZZ,ZZZ.ZZ	FEHB			/EEEE.EE		&EEEE.EE	/uu,uuu.uu
GROSS EARNINGS		hhhh.hh			/aaa,aaa.aa	BILL OF COLL			/FFFF.FF			
PCS EARNINGS		*,qqq,qqq.qq			*rrr,rrr.rr	TSP			/GGGG.GG		/HHHH.HH	/ww,www.w
EIC		j,jjj,jjj.jj	kkkk.kk		/bbb,bbb.bb	TSP LOAN			/IIII.II		/YYY.YY	/yy,yyy.yy
COLA		1,111,111.11	21		/ccc,ccc.cc	NEBA			/JJJJ.JJ		/ZZZ.ZZ	/zz,zzz.zz
NET EARNINGS		m,mmm,mmm.m			/ddd,ddd.dd	VOL ALLOT			/KKKK.KK			/11,111.11
GROSS AWARD 1		28			*MMM,MMM.MM	UNION DUES			/LLLL.LL			/22,222.22
GROSS AWARD 2		29				BOND			/MMMM.MM			/33,333.33
GROSS AWARD 3		30				BOND REFUND					/NNNN.NN	/44,444.44
TAXABLE EARNINGS		*AAA.AA			*BBB,BBB.BB	CFC			/OOOO.OO			/55,555.55
FICA EARNINGS		*CCCC.CC			*DDD,DDD.DD	MISC			/PPPP.PP			/66,666.66
HIT EARNINGS		*EEEE.EE			*FFF,FFF.FF	ADV PAY					33	34
-----CUM DEDUCTIONS-----												
CSRS		*GGG,GGG.GG		NBR CHECKS	*K							
FERS		*III,III.II										
TSP		*JJJ,JJJ.JJ										
ADV PAY		31										
SUBJECT TO PRIVACY ACT OF 1974												
-----EARNINGS-----												
	B/W HOURS	B/W EARNINGS	CURR	ADJUST	YTD EARNINGS				B/W DEDUCTION	ADJUSTMENT	YTD TOTALS	
BASE	LLL,LLL.LL	M,MMM,MMM.MM	N,NNN.NNN.NN		/QQ,QQQ,QQQ.QQ	FED W/H			0,000,000.00		ppp.ppp.pp	/ee,eee,eee.ee
OVERTIME	000,000.00	P,PPP,PPP.PP			/RR,RRR,RRR.RR	PCS W/H						*ss,sss,sss.ss
OVERTIME ADJ	QQQ,QQQ.QQ		R,RRR,RRR.RR			U.S. INDEBT			q,qqq,qqq.qq			/ff,fff,fff.ff
NIGHT DIFF.	SSS,SSS.SS	T,TTT,TTT.TT	12		/SS,SSS,SSS.SS	BANKRUPT			r,rrr,rrr.rr			/gg,ggg,ggg.gg
HAZARDOUS	UUU,UUU.UU	V,VVV,VVV.VV	14		/TT,TTT,TTT.TT	CHILD SUPP			s,sss,sss.ss			/hh,hhh,hhh.hh
FIRE FIGHT		&CCC,CCC.CC	15			STATE TAX			t,ttt,ttt.tt		uuu,uuu.uu	/ii,iii,iii.ii
SUN. DIFF.	WWW,WWW.WW	X,XXX,XXX.XX	17		/UU,UUU,UUU.UU	COUNTY TAX			v,vvv,vvv.vv		www,www.w	/jj,jjj,jjj.jj
HOL WKED	YYY,YYY.YY	Z,ZZZ,ZZZ.ZZ	19		/VV,VVV,VVV.VV	CITY TAX			x,xxx,xxx.xx		yyy,yyy.yy	/kk,kkk,kkk.kk
UNUSED CT PAID		bbb,bbb.bb			/WW,WWW,WWW.WW	CSRS			z,zzz,zzz.zz		111,111.11	/11,111,111.11
SUPER DIFF.		2000.00				CSRS MIL DEP						
FOREIGN DIFF.		c,ccc,ccc.cc	20		/XX,XXX,XXX.XX	CSRS MIL DEP			4,444,444.44			/nn,nnn,nnn.nn
RET ALLOW		1000.00				FERS MIL DEP					CFC	
LOCAL PAY												
AUO												
AVAIL PAY		46	47		48	FERS			5,555,555.55		666,666.66	/oo,ooo,ooo.oo
STAFF DIFF						FERS MIL DEP			7,777,777.77			/pp,ppp,ppp.pp
LUMP SUM LV	ddd,ddd.dd	e,eee,eee.ee	f,fff,fff.ff		/YY,YYY,YYY.YY	CIV SVC CRD			*NNN,NNN.NN			*000,000.00
STAT CUT BK		g,ggg,ggg.gg			/ZZ,ZZZ,ZZZ.ZZ	FICA			9,999,999.99		000,000.00	/rr,rrr,rrr.rr
GROSS EARNINGS		h,hhh,hhh.hh	i,iii,iii.ii		/aa,aaa,aaa.aa	HIT			/,AAA,AAA.AA		/BBB,BBB.BB	/ss,sss,sss.ss
PCS EARNINGS		*,qqq,qqq.qq			*rr,rrr,rrr.rr	FEGLI			/,CCC,CCC.CC		/DDD,DDD.DD	/tt,ttt,ttt.tt
EIC		j,jjj,jjj.jj	k,kkk,kkk.kk		/bb,bbb,bbb.bb	FEHB			/,EEE,EEE.EE		&EE,EE.EE	/uu,uuu,uuu.uu
COLA		1,111,111.11	21		/cc,ccc,ccc.cc	BILL OF COLL			/,FFF,FFF.FF			
NET EARNINGS		m,mmm,mmm.m			/dd,ddd,ddd.dd	TSP			/,GGG,GGG.GG		/HH,HHH.HH	/ww,www,www.w
GROSS AWARD AMT		*LLL,LLL.LL			*MM,MMM,MMM.MM	TSP LOAN			/,III,III.II		/YYY,YYY.YY	/yy,yyy,yyy.yy
TAXABLE EARNINGS		*AAA,AAA.AA			*BBB,BBB.BB	NEBA			/,JJJ,JJJ.JJ		/ZZZ,ZZZ.ZZ	/zz,zzz,zzz.zz
FICA EARNINGS		*CCC,CCC.CC			*DD,DDD,DDD.DD	VOL ALLOT			/,KKK,KKK.KK			/11,111,111.11
HIT EARNINGS		*EEE,EEE.EE			*FF,FFF,FFF.FF	UNION DUES			/,LLL,LLL.LL			/22,222,222.22
						BOND			/,MMM,MMM.MM			/33,333,333.33
						BOND REFUND					/NN,NNN.NN	/44,444,444.44
CSRS		*GG,GGG,GGG.GG		NBR CHECKS	*K	CFC			/,OOO,OOO.OO			/55,555,555.55
FERS		*II,III,III.II				MISC			/,PPP,PPP.PP			/66,666,666.66
TSP		*JJ,JJJ,JJJ.JJ				ADV PAY						
ADVPAY												

See Next Page for Data Elements.

**PAYROLL REGISTER
DATA ELEMENTS
REPORT 202**

- A. Pay Block: Processing
- B. SSN
- C. Employee Name: (Last, First, MI, Gen)
- D. Grade: Current
- E. Step
- F. Organization: Assigned
- G. Retirement Plan
- I. FLSA Paid Indicator
- J. Tour Of Duty: Shift From
- K. Salary: Hourly
- L. Regular Hours: B/W +
- Annual Leave: Used B/W +
- Sick Leave: Used B/W +
- Comp Time: Used B/W +
- Holiday Leave: Used B/W +
- Restored Leave: Used B/W +
- Military Leave: Used B/W Hours +
- Comp Time: Relig Used B/W +
- Administrative Leave: Used B/W +
- Excused Leave: Used B/W +
- COP Leave: Hours Used B/W +
- Graduate Leave: Used B/W +
- Jury Leave: Used B/W +
- Court Leave: Used B/W +
- Credit Hours: Used B/W +
- Home Leave: Hours Used B/W +
- Donated Al: Used B/W +
- Employee Hours Total Time Off
- Total Paid Quantity
- M. Base Earnings: B/W
- N. Base Earnings: Adjustment
- O. Overtime: Hours B/W
- P. Overtime: Earnings B/W
- Q. Overtime: Hours Adjustment
- R. Overtime: Earnings Adjustment
- S. Night Differential: Hours B/W
- T. Night Differential: Erngs B/W
- U. Hazardous Hours: B/W
- V. Hazardous Earnings: B/W
- W. Sunday Diff: Hours B/W
- X. Sunday Diff: Earnings B/W
- Y. Holiday Hours: B/W
- Z. Holiday Earnings: B/W
- b. Comp Time: Cur CT Paid Amount

**PAYROLL REGISTER
DATA ELEMENTS
REPORT 202**

- 24. Supervisory Diff: B/W
- c. Foreign Diff: B/W
- 26. Retention Allow: B/W
- d. Lump Sum: Leave Hours (1+2)
- e. Lump Sum: Leave Payment
- f. Lump Sum: Leave Adj
- g. Statutory Cutback B/W
- h. Gross Earnings: B/W
- 28. Award: Earnings (1)
- 29. Award: Earnings (2)
- 30. Award: Earnings (3)
- j. EIC
- k. EIC: Adjustment
- l. COLA: B/W
- m. Net Earnings: B/W
- o. Federal Tax: B/W
- p. Federal Tax: Adjustment
- q. Indebtedness Due U.S.: B/W
- r. Bankruptcy: B/W
- s. Child Support: B/W
- t. State Tax: B/W
- u. State Tax: Cur Adj + State Tax: Frmr Adj
- v. County Tax: B/W
- w. County Tax: Adjustment
- x. City Tax: B/W
- y. Local Tax Entity: Deduction Adj + City Tax Frmr Adj
- z. CSRS: B/W
- 1. Retirement: Cur Adj (If Retirement Plan = 'I','G','R','T','C','E')
+ CSRS: Frmr Adj (If Retirement Plan: Frmr Adj = 'I','G','R','T','C','E')
- 4. CSRS: Mil Dep B/W
- 5. FERS: B/W
- 6. Retirement: Cur Adj (If Retirement Plan = 'K','M','N','L')
+ FERS: Frmr Adj (If Retirement Plan: Frmr Adj = 'K','M','N','L')
- 7. FERS: Mil Dep B/W
- 9. FICA: B/W
- 0. FICA: Adjustment
- /A. HIT: B/W
- /B. HIT: Adjustment
- /C. FEGLI: B/W
- /D. FEGLI: Adjustment
- /E. FEHB: B/W

**PAYROLL REGISTER
DATA ELEMENTS
REPORT 202**

/F. Bill Of Collection: Deduction
/G. TSP: Cy Ded B/W + TSP: Py Ded B/W
/H. TSP: Cy Ded Adj + TSP: Py Ded Adj
/I. TSP: Loan Ded 1 B/W + TSP: Loan Ded 2 B/W
/J. NEBA: Total B/W
/K. Voluntary Allot: B/W
/L. Union Dues: B/W
/M. Bond: B/W
/N. Bond: Refund (1 - 10)
/O. CFC: B/W
/P. Miscellaneous: B/W
&B. Tour Of Duty: Shift To
&C. Fire Fighter: Prem Earn B/W
&E. FEHB: Prior Adj + FEHB: Cur Adj
12. Night Differential Earnings: Adjustment
14. Hazardous Earnings: Adjustment
15. Fire Fighter Earnings: Adjustment
17. Sunday Diff Earnings: Adjustment
19. Holiday Work: Earnings: Adjustment
20. Foreign Diff Earnings: Adjustment
21. COLA Earnings: Adjustment
25. Supervisory Diff: Current Adj
27. Retention Allow: Adj B/W
/Q. Base Earnings: YTD
/R. Overtime: Earnings YTD
/S. Night Differential: Erngs YTD
/T. Hazardous Earnings: YTD
/U. Sunday Diff: Earnings YTD
/V. Holiday Earnings: YTD
/W. Comp Time: YTD Payment Amount
/X. Foreign Diff: YTD
/Y. Lump Sum: Leave Payment YTD
/Z. Statutory Cutback YTD
/a. Gross Earnings: YTD
/b. EIC: YTD
/c. Cola: YTD
/d. Net Earnings: YTD
/e. Federal Tax: YTD
/f. Indebtedness Due U.S.: YTD

**PAYROLL REGISTER
DATA ELEMENTS
REPORT 202**

- /g. Bankruptcy: YTD
- /h. Child Support: YTD
- /i. State Tax: YTD + PCS: State Tax Withheld YTD + State Tax: Former W/H YTD(1-3) + PCS: Frmr W/H Subj St Tax YTD
- /j. County Tax: YTD
- /k. City Tax: YTD
- /l. CSRS: Deduction YTD
- /n. CSRS: Mil Dep YTD
- /o. FERS: YTD
- /p. FERS: Mil Dep YTD
- /r. FICA: YTD
- /s. HIT: YTD
- /t. FEGLI: Basic YTD + FEGLI: Option A YTD + FEGLI: Option B YTD + FEGLI: Option C YTD
- /u. FEHB: Deduction YTD
- /w. TSP: Cy YTD + TSP: Py Ded YTD
- /y. TSP: Loan Ded 1 YTD + TSP: Loan Ded 2 YTD
- /z. NEBA: Total YTD
- /1. Voluntary Allot: YTD
- /2. Union Dues: YTD
- /3. Bond: YTD
- /4. Bond: Refund YTD
- /5. CFC: YTD
- /6. Miscellaneous YTD
- *A. Taxable Earnings: B/W + PCS: Earnings Subj Fed Tax
- *B. Taxable Earnings: YTD + PCS: Earnings Subj Fed Tax YTD
- *C. FICA: Earnings B/W
- *D. FICA: Earnings YTD
- *E. HIT: Earnings B/W
- *F. HIT: Earnings YTD
- *G. CSRS: NASA Cum
- *I. FERS: NASA Cum
- *J. TSP: Deductions Cum - NASA
- *K. Count Of Checks Issued
- *M. Award: Amount YTD
- *N. Civil Service Credit: B/W
- *O. Civil Service Credit: YTD
- *a Facility Code
- *q. PCS: Earnings Subj Fed Tax
- *r. PCS: Earnings Subj Fed Tax YTD

**PAYROLL REGISTER
DATA ELEMENTS
REPORT 202**

- *s. PCS: Earnings Federal Tax Withheld
- *x. Civil Serv Credit: B/W
- *y. Civil Serv Credit: Adjustment
- *z If a Facility Code is designated by the user, the Facility Name will be derived from the Facility Table
- 31. Empl Adv Pay Cum Ded Amt
- 32. Empl Adv Pay Ded BW Amt
- 33. Empl Adv Pay Adj BW Amt
- 34. Empl Adv Pay YTD Ded Amt
- 35. Empl Local Pay BW Amt
- 36. Empl Local Pay BW Adj Amt
- 37. Empl Local Pay YTD Amt
- 38. Empl Admn Uctrd OT BW Amt
- 39. Empl Admn Uctrd OT BW Adj Amt
- 40. Empl Admn Uctrd OT YTD Amt
- 41. Empl Stff Diff BW Amt
- 42. Empl Stff Diff BW Adj Amt
- 43. Empl Stff Diff YTD Amt
- 44. Empl Grnsh Crnt Ded Amt
- 45. Empl Grnsh YTD Ded Amt
- 46. Availability Pay: B/W
- 47. Availability Pay: Adj
- 48. Availability Pay: YTD

Pay Block & Center Totals Section (Additional Elements)

*L. Award: Earnings (1) + Award: Earnings (2) + Award: Earnings (3)

Note: All Adjustment Elements Require +/- Sign

SELECTION CRITERIA

- 1) Includes All Employees With The Following Criteria:
 - Installation Code Equal User Designated Center Code
 - Duty Status = 'Z'
 - Reactivation Indicator = 3
 - Gross Earnings: B/W = 0
 - Facility Code Equals User Designated Facility Code if entered
- 2) An Individual SSN
- 3) An Individual payblock
- 4) An Individual payblock, totals only
- 5) Center totals, only

Note: Program Adds Inactive No Paid Employee To Center Totals But Does Not Write Out Detail For The Record.

REPORT 406**SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
(PAGE 1 OF 11)****PAYROLL**

PURPOSE: To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

REPORT NO: 406		
SF 1166-EDP	VOUCHER AND SCHEDULE OF PAYMENTS SF 1166	
		SCHEDULE NO. A-AA-AAA
NASA		
CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC		
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDD		AGENCY STATION NO. EE-EE-EEEE

APPROPRIATION SUMMARY	PAID BY:	
eeeeeee	Y,YYY,YYY.YY	
GRAND TOTAL	F,FFF,FFF.FF	

SUPPORTING MAGNETIC TAPE INFORMATION		AMOUNT
MAGNETIC REEL NO. _____		
	ITEM COUNT	
DD/EFT	GGGG	F,FFF,FFF.FF

FOR AGENCY USE		
ELECTRONIC FUNDS TRANSFER		PP bb to be dated cc/cc/cc
	ITEM COUNT	
SALARY PAYMENTS	HHHH	I,III,III.II
SAVINGS ALLOTMENTS	JJJJ	K,KKK,KKK.KK
TSP LOANS	LLLL	M,MMM,MMM.MM

Pursuant to the authority vested in me,		F,FFF,FFF.FF
I certify that the items listed herein		GRAND TOTAL
are correct and proper for payment from		
the appropriations designated hereon or		
on supporting vouchers.		
Date	Authorized Certifying Officer	

- A. PAYROLL-YEAR-PAY Period Number, supplement (i.e., P-88-13A)
- C. Installation: Name
- D. Installation: Address
- E. Payroll Office Number
- Y. Y on Page 5
- F. I + K + M
- G. H + J + L
- H. Count of I
- I. Total of Net Earnings: B/W + Award: Net Earnings (if Award: Local Check = 'B') Paid Via DD/EFT (Net Pay: Disposition Code = 2)
- J. Count of Voluntary Allotments if (Voluntary Allot: Req't Amt > 0) and (Voluntary Allot: B/W > 0) and (Allotment Deduction Code not = 'D')
- K. Total of (Voluntary Allot: B/W)

- L. Count of TSP Loan Repayments (if TSP: Loan Current Deductions > 0)
- M. Total of (TSP: Loan Current Deductions + TSP: Loan 1 Adjustment + TSP: Loan 2 Adjustment)
- b. Pay Period Number
- c. Pay Period Ending Date + 10 days
- e. Appropriation Summary Code

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Center Code equals user designated Center Code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0
- Award: Amount not equal 0 and
- All Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date

REPORT 406**SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
(PAGE 2 OF 11)**

PAYROLL

PURPOSE: To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

REPORT NO: 406	
SF 1166-EDP	VOUCHER AND SCHEDULE OF PAYMENTS SF 1166
SCHEDULE NO. A-AA-AAA	
NASA CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD	
AGENCY STATION NO. EE-EE-EEEE-----	
APPROPRIATION SUMMARY eeeeeee	PAID BY: Y,YYY,YYY.YY
GRAND TOTAL	F,FFF,FFF.FF

SUPPORTING MAGNETIC TAPE INFORMATION	AMOUNT
MAGNETIC REEL NO. _____	
REGULAR SALARY AND MISC DED	ITEM COUNT GGGG F,FFF,FFF.FF

FOR AGENCY USE	
SALARY CHECKS, AWARDS AND PAYROLL DEDUCTIONS	PP bb to be dated cc/cc/cc
NAME ONLY - OFFICE	ITEM COUNT HHHH I,III,III.II
NAME ONLY - AWARDS	JJJJ K,KKK,KKK.KK
SALARY CHECKS MAILED	LLLL M,MMM,MMM.MM
MISCELLANEOUS PAYMENTS	NNNN O,000,000.00

Pursuant to the authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriations designated hereon or on supporting vouchers.	F,FFF,FFF.FF GRAND TOTAL
Date	Authorized Certifying Officer

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A. A on page 1</p> <p>C. C on page 1</p> <p>D. D on page 1</p> <p>E. E on page 1</p> <p>Y. Y on Page 5</p> <p>F. I + K + M + O</p> <p>G. H + J + L + N</p> <p>H. Count of I</p> <p>I. Total of Net Earnings: B/W + Award:
Net Earnings (if Award: Local Check
= 'B') Paid Via Office Address (Net
Pay: Disposition Code = 0 and Office
Check = 'Y')</p> <p>J. Count of Award Checks with Award:
Amount not = 0 and Award:
Designated Agent Check not = Blank</p> | <p>+ Count of Non-Personnel Action
Cash Award Checks with an Award
Payment Date equal to the current
pay date</p> <p>K. Total of Award: Net Earnings (if
Award: Local Check = 'Y') + Award
Net Amount for all Non-Personnel
Action Cash Awards with an Award
Payment Date equal to the current
pay date</p> <p>L. Count of M</p> <p>M. Total of Net Earnings: B/W + Award:
Net Earnings (if Award: Local Check
= 'B') Paid Via Mailing Address (Net
Pay: Disposition Code = 0 and Office
Check = blank)</p> | <p>N. Count of Misc Payments (NEBA Ins.,
CFC, Union Dues, Child Support (1-
3), Indebtedness Due U.S. (1-5),
Bankruptcy, Garnishments (1-9))</p> <p>O. Total of (NEBA: Total B/W + CFC:
B/W + CFC: Adjustment + Union
Dues: B/W + Union Dues:
Adjustment + Child Support: B/W
(1-3) + Indebtedness Due U.S.: B/W
(1-5) + Bankruptcy: B/W + Empl
Grnsh Crnt Ded Amt (1-9))</p> <p>b. b on page 1</p> <p>c. c on page 1</p> <p>e. Appropriation Summary Code</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

REPORT 406**SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
(PAGE 3 OF 11)****PAYROLL**

PURPOSE: To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S.Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

REPORT NO: 406		
SF 1166 INFORMATION FOR VOUCHER AND SCHEDULE OF PAYMENTS		
APPROPRIATION SUMMARY:		
eeeeeee	YYYYYYYYY	
80X6875	GGGGGGGGG	
GRAND TOTAL	IIIIIIIII	NO CHECK TOTAL OOOOOOOO
80X6050 - hhhhhhhh	BOND: B/W	
80X6275 - ZZZZZZZZ	STATE TAX: B/W, STATE TAX: CUR/FRMR ADJUSTMENT, COUNTY TAX: B/W, COUNT TAX: ADJUSTMENT, CITY TAX: B/W, CITY TAX: ADJUSTMENT	
80X6875 - GGGGGGGG	FEHB RETIREMENT SET-OFF CSRS: MIL DEP CASH PMT. FERS: MIL DEP CASH PMT. FEHB: CASH COLLECTION	
80F3875 - dddddddd	TSP: CY DED B/W, TSP: CY DED ADJ, TSP: GOVT BASIC CONTR B/W, TSP: GOVT BASIC ADJ TOTAL, TSP: GOVT MATCH CONTR TOT B/W, TSP: MATCHING ADJ TOT, TSP: PY DED B/W, TSP: PY DED ADJ.	
24X8135.8 - iiiiiiii	CSRS: B/W, CSRS: CUR/FRMR ADJUSTMENT, CSRS: GOVT CONTR B/W, CSRS: GOVT CONTR CUR/FRMR ADJ, CSRS: MIL DEP B/W, CSRS: MIL DEP CASH PMT., CSRS: RE-EMPL ANNUITANTS: SALARY OFFSET, FERS: B/W, FERS: CUR/FRMR ADJUSTMENT, FERS: GOVT CONTR B/W, FERS: GOVT CONTR CUR/FRMR ADJ, FERS: MIL DEP B/W, FERS: MIL DEP CASH PMT., FERS: RE-EMPL ANNUITANTS: SALARY OFFSET, CSC: B/W, FEGLI: B/W, FEGLI: ADJUSTMENT, FEGLI: GOVT CONTR B/W, FEHB: B/W, FEHB: CUR/FRMR ADJ, FEHB: GOVT CONTR B/W, FEHB: GOVT CONTR CUR/FRMR ADJ, FEHB: CASH COLLECTION, FEHB: SPOUSAL CASH PAYMENT	

See Next Page for Data Elements.

**SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
DATA ELEMENTS
REPORT 406, 3/11**

- Y. Y In Page 5
- G. Total Of (CSRS: Mil Dep Cash Pmt + FERS: Mil Dep Cash Pmt + ~~FB~~: Spousal Payment Amt + FEHB: Cash Collection)
- I. Y + G
- O. $h + Z + G + d + i$
- h. Total of (Bond: B/W - Bond: Refund)
- Z. Total of [State Tax: B/W + State Tax: Adjustment + Former State Adjustment + State Tax: Award B/W (if Award: Designated Agent Check not = Blank) + Award State Tax Deduction Amount in that State] + Total of [County Tax: B/W + County Tax: Adjustment in that County] + Total of [City Tax: B/W + City Tax: Adjustment + City Tax: Award B/W (if Award: Designated Agent Check not = Blank) + Award City Tax Deduction Amount in that City for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date]
- d. A on Page 6
- i. G on Page 6
- e. Appropriate Summary Code on Page 1

REPORT 406

SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
(PAGE 4 OF 11)

PAYROLL

PURPOSE: To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

REPORT NO: 406			
SF 1166 INFORMATION FOR VOUCHER AND SCHEDULE OF PAYMENTS			
APPROPRIATION SUMMARY:			
EEEEEE	Y,YYY,YYY.YY		
80X6875	G,GGG,GGG.GG		
GRAND TOTAL	I,III,III.II	NO CHECK TOTAL	O,000,000.00
	ITEM COUNT:	AMOUNT:	
EFT PAYMENTS:			
NET PAYMENTS	aaaa	b,bbb,bbb.bb	
SAVINGS ALLOTMENTS	cccc	d,ddd,ddd.dd	
TSP LOAN REPAYMENTS	eeee	f,fff,fff.ff	
GRAND TOTAL EFT PMTS	gggg	h,hhh,hhh.hh	
NON EFT PAYMENTS:			
NAME ONLY CHECKS - OFFICE	iiii	j,jjj,jjj.jj	
NAME ONLY CHECKS - AWARDS	kkkk	l,lll,lll.ll	
SALARY CHECKS MAILED	mmmm	n,nnn,nnn.nn	
MISC PAYMENTS	oooo	p,ppp,ppp.pp	
GRAND TOTAL NON EFT PMTS	qqqq	r,rrr,rrr.rr	
TOTAL NET PAY	s,sss,sss.ss		
TOTAL EMPLOYEES PAID	tttt		
TOTAL EMPLOYEES NOT PAID	uuuu		
TOTAL EMPLOYEES	vvvv		

Y. Y on page 5	f. M on page 1	o. N on page 2
G. G on page 3	g. G on page 1	p. O on page 2
I. I on page 3	h. F on page 1	q. G on page 2
O. O on page 3	i. H on page 2	r. F on page 2
E. Appropriation Summary Code	j. I on page 2	s. b + n + j
a. H on page 1	k. J on page 2	t. a + m + i
b. I on page 1	l. K on page 2	u. Count of employees with
c. J on page 1	m. L on page 2	Net Earnings: B/W = 0
d. K on page 1	n. M on page 2	v. t + u
e. L on page 1		

REPORT 406

SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
(PAGE 5 OF 11)

PAYROLL

PURPOSE: To provide a recap for Accounting; To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

REPORT NO: 406	RECAP FOR ACCOUNTING	
eeeeeeee		Y,YYY,YYY.YY
NET PAY TO EMPLOYEES	A,AAA,AAA.AA	
NEBA INSURANCE	B,BBB,BBB.BB	
COMBINED FEDERAL CAMPAIGN	C,CCC,CCC.CC	
UNION DUES	D,DDD,DDD.DD	
CHILD SUPPORT	E,EEE,EEE.EE	
COMMERCIAL GARNISHMENTS	R,RRR,RRR.RR	
INDEBTEDNESS DUE U.S.	F,FFF,FFF.FF	
BANKRUPTCY	G,GGG,GGG.GG	
BILL FOR COLLECTION	H,HHH,HHH.HH	
MISC DEDUCTIONS	I,III,III.II	
ADVANCE DEDUCTION	1,111,111.11	
80F0103	FEDERAL WITHHOLDING TAX	J,JJJ,JJJ.JJ
	FEDERAL INCOME TAX	K,KKK,KKK.KK
	EIC	P,PPP,PPP.PP
	FICA EMPLOYEES	L,LLL,LLL.LL
	FICA EMPLOYERS	M,MMM,MMM.MM
	HIT EMPLOYEES	N,NNN,NNN.NN
	HIT EMPLOYERS	O,OOO,OOO.OO
80X6275	STATE/COUNTY/CITY WITHHOLDING TAX	Z,ZZZ,ZZZ.ZZ
	STATE NAME	
	ffff ffff fff ffffff	gg,ggg,ggg.gg h,hhh,hhh,hhh.hh
	CITY NAME	
	iiii iiii iii iiiiii	jj,jjj,jjj.jj k,kkk,kkk,kkk.kk

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A. Total of (Net Earnings: B/W + K on page 2)</p> <p>B. Total of NEBA: Total B/W</p> <p>C. Total of (CFC: B/W + CFC: Adjustment)</p> <p>D. Total of (Union Dues: B/W + Union Dues: Adjustment)</p> <p>E. Total of Child Support: B/W (1-3)</p> <p>F. Total of Indebtedness Due U.S.: B/W (1-5)</p> <p>G. Total of Bankruptcy: B/W</p> <p>H. Total of Bill of Collection: Deduction (i.e. Phone Bill, O/P Travel Advance, Lost Government Property)</p> <p>I. Total of Miscellaneous Required Amt</p> <p>J. K + L + M + N + O + P</p> <p>K. Total of [Federal Tax: B/W + Federal Tax: Adjustment + Federal Tax: Award B/W (if Award Designated Agent Check not = Blank) + Award Federal Tax Deduction Amount]</p> <p>L. Total of [Empl Adv Pay Ded B/W Amt + Empl Adv Pay Ded Adj]</p> <p>M. Total of [FICA: B/W + FICA: Adjustment + FICA: Award B/W (if Award Designated Agent Check not = Blank) + Award OASDI Deduction Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date)]</p> <p>N. Total of [FICA: Govt Contr B/W + FICA: Govt Contr Cur Adj + FICA: Govt Contr Cur Award (if Award</p> | <p>Designated Agent Check not = Blank) + Award OASDI Government Contribution Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date)]</p> <p>O. Total of [HIT: Govt Contr B/W + HIT: Govt Contr Cur Adj + HIT: Govt Contr Cur Award (if Award Designated Agent Check not = Blank) + Award HIT Government Contribution Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date)]</p> <p>P. Total of (EIC + EIC: Adj)</p> <p>Q. Total of [HIT: Govt Contr B/W + HIT: Govt Contr Cur Adj + HIT: Govt Contr Cur Award (if Award Designated Agent Check not = Blank) + Award HIT Government Contribution Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date)]</p> <p>R. Total of Empl Grnsh Crnt Ded Amt (1-9)</p> <p>S. A + B + C + D + E + F + G + H + I + R</p> <p>T. Z on page 3</p> <p>U. Appropriation Summary Code</p> <p>V. State name</p> <p>W. Total of [State Tax: B/W + State Tax: Adjustment + Former State Adjustment + State Tax: Award B/W (if Award: Designated Agent Check not = Blank and State Tax Code not = Blank) + Award State</p> | <p>Tax Deduction Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award State Tax Code not = Blank)] for each State Code</p> <p>X. Total of [State Gross Earnings + Award: Earnings (if Award: Designated Agent Check not = Blank and State Tax Code ne Blank) + Award Gross Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award State Tax Code not = Blank)] for each State Code</p> <p>Y. City name</p> <p>Z. Total of [City Tax: B/W + City Tax: Adjustment + Former City Adjustment + City Tax: Award B/W (if Award: Designated Agent Check not = Blank and State Tax Code not = Blank) + Award City Tax Deduction Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award State Tax Code not = Blank)] for each City Code</p> <p>AA. Total of [City Gross Earnings + Award: Earnings (if Award: Designated Agent Check not = Blank) + Award Gross Amount (for all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date and Award City Tax Code not = Blank)] for each City Code</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

REPORT 406

SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
(PAGE 6 OF 11)

PAYROLL

PURPOSE: To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

REPORT NO: 406			
RECAP FOR ACCOUNTING			
80F3875	TSP (THRIFT SAVINGS PLAN)		A,AAA,AAA.AA
	CSRS	B,BBB,BBB.BB	
	FERS (EMPLOYEES)	C,CCC,CCC.CC	
	FERS GOVT BASIC	D,DDD,DDD.DD	
	FERS GOVT MATCHING	E,EEE,EEE.EE	
80X6050	SAVINGS BONDS		F,FFF,FFF.FF
24X8135.8	OPM - SF 2812		G,GGG,GGG.GG
	FEGLI (EMPLOYEES)	H,HHH,HHH.HH	
	BASIC	I,III,III.II	
	OPTION A	J,JJJ,JJJ.JJ	
	OPTION B	K,KKK,KKK.KK	
	OPTION C	L,LLL,LLL.LL	
	FEGLI (EMPLOYERS)	M,MMM,MMM.MM	
	FEHB EMPLOYEES	N,NNN,NNN.NN	
	FEHB EMPLOYERS	O,OOO,OOO.OO	
	FEHB CASH COLLECTION	P,PPP,PPP.PP	
	FEHB SPOUSAL PAYMENTS	Q,QQQ,QQQ.QQ	
	CSRS MILITARY DEPOSIT	R,RRR,RRR.RR	
	FERS MILITARY DEPOSIT	S,SSS,SSS.SS	
	CIVILIAN SERVICE CREDIT	T,TTT,TTT.TT	
	CSRS RETIREMENT TL (EMPL)	U,UUU,UUU.UU	
	CSRS RETIREMENT TL (EMPR)	V,VVV,VVV.VV	
	CSRS SALARY OFFSET REEMPL ANNUIT	W,WWW,WWW.WW	
	FERS SALARY OFFSET REEMPL ANNUIT	X,XXX,XXX.XX	
	FERS RETIREMENT (EMPL)	Y,YYY,YYY.YY	
	FERS RETIREMENT (EMPR)	Z,ZZZ,ZZZ.ZZ	
	FERS MIL RESERVE TECH (EMPL)	a,aaa,aaa.aa	
	FERS MIL RESERVE TECH (EMPR)	b,bbb,bbb.bb	
	FERS SPECIAL (EMPL)	c,ccc,ccc.cc	
	FERS SPECIAL (EMPR)	d,ddd,ddd.dd	

See Next Page for Data Elements.

**SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
DATA ELEMENTS
REPORT 406, 6/11**

- A. $B + C + D + E$
- B. Total Of (TSP: Emp Dist G-Fund, F-Fund, C-Fund + TSP: Emp Adj G-Fund, F-Fund, C-Fund)
If Retirement Plan = 1, 6, R, T, C, E
- C. Total Of (TSP: Emp Dist G-Fund, F-Fund, C-Fund + TSP: Emp Adj G-Fund, F-Fund, C-Fund)
If Retirement Plan not = 1, 6, R, T, C, E
- D. Total Of (TSP: Govt Basic Amt G-Fund, F-Fund, C-Fund +
TSP: Govt Basic Adj G-Fund, F-Fund, C-Fund)
Regardless of Retirement Plan
- E. Total Of (TSP: Govt Match Amt G-Fund, F-Fund, C-Fund +
TSP: Govt Match Adj G-Fund, F-Fund, C-Fund)
Regardless of Retirement Plan
- F. Total Of (Bond: B/W - Bond: Refund)
- G. $H + M + N + O + P + Q + R + S + T + U + V + W + X + Y + Z + a + b + c + d$
- H. $I + J + K + L$
- I. Total Of (FEGLI: Basic B/W + FEGLI: Basic Life Adj)
- J. Total Of (FEGLI: Standard Opt 'A' B/W + FEGLI: Opt A Adj)
- K. Total Of (FEGLI: Additional Opt 'B' B/W + FEGLI: Additional Opt B Adj)
- L. Total Of (FEGLI: Family Opt B/W + FEGLI: Family Opt Adj)
- M. Total Of (FEGLI: Basic B/W / 2 + FEGLI: Govt Contr Adj)
- N. Total of [FEHB: B/W + FEHB: Prior Adj (If FEHB: Prior Plan Code not = Blank, 'ZZX',
'ZZY', or 'ZZZ') + FEHB: Cur Adj (if FEHB: Plan Code not = Blank, 'ZZX', 'ZZY', or
'ZZZ')]
- O. Total Of [FEHB: Govt Contr B/W (if FEHB: Contribution Flag not = 'Y')
+ FEHB: Govt Contr Prior Adj (if FEHB: Prior Plan Code not = Blank, 'ZZX', 'ZZY', or
'ZZZ') + FEHB: Current Govt Adj Erngs)
- P. Total Of FEHB: Cash Collection
- Q. Total Of FEHB: Spousal Cash Payment (if Pay-Spousal-Center-Code = User Designated
Center Code and Pay-Spousal-Data-Date < Pay Cntl: Current PP Begin Date + 3
of Pay-Spousal-Data-Date > Pay Cntl: Current PP Ending Date + 3)
- R. Total Of (CSRS: Mil Dep B/W + CSRS: Mil Dep Cash Pmt)

**SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
DATA ELEMENTS
REPORT 406, 6/11**

- S. Total Of (FERS: Mil Dep B/W + FERS: Mil Dep Cash Pmt)
- T. Total Of (Civil Serv Credit: B/W + Civil Serv Credit: Adjustment)
- U. Total Of [CSRS: B/W + Retirement: Employee Adj (If Retirement Code = 1, 6, R, T, C, E)+
CSRS: Adjustment (If Retirement Code: Former Adj = 1, 6, R, T, C, E)]
- V. Total Of [CSRS: Govt Contr B/W + Retirement: Government Adj (If Retirement Plan =
1, 6, R, T, C, E) + CSRS: Former Retire Current Adj (If Retirement Code: Former Adj =
1, 6, R, T, C, E)]
- W. Total Of (Salary: Offset + CSRS: Current Salary Offset Adj)
If Retirement Plan not = K, L, M, N and Annuitant Indicator = '1', '4', or '5'
- X. Total Of (Salary: Offset + FERS: Current Salary Offset Adj)
If Retirement Plan = K, L, M, N, 2 and Annuitant Indicator = 'A', 'C', or 'E'
- Y. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = K) +
FERS: Adjustment (If Retirement Code: Former Adj = K)]
- Z. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = K) +
FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = K)]
 - a. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = N) +
FERS: Adjustment (If Retirement Code: Former Adj = N)]
 - b. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = N) +
FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = N)]
 - c. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = M) +
FERS: Adjustment (If Retirement Code: Former Adj = M)]
 - d. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = M) +
FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = M)]

REPORT 406

SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
(PAGE 7 OF 11)

PAYROLL

PURPOSE:	To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.
CONTENT:	Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.
SEQUENCE:	Totals by Agency, center, biweekly.

[illegible]

- | | | |
|----------------------------|--------------------------------------|-------------------------------------|
| A. Payroll Office Number | H. Name: Federal Reserve Bank | R. Total [HIT Earnings B/W + Award: |
| B. K on page 5 | I. Address: Federal Reserve Bank | HIT Earning Amount + Award HIT |
| C. L on page 5 | J. Federal ID | Earnings Amount (for all Non- |
| D. M on page 5 | P. P on page 5 | personnel Action Cash Awards with |
| E. N on page 5 | Q. Total [FICA Earnings B/W + Award: | an Award Payment Date Equal |
| F. O on page 5 | FICA Earning Amount + Award | to the current pay date)] |
| G. PAYROLL-YEAR-PAY Period | OASDI Earnings Amount (for all | S. J on page 5 |
| Number, Supplement | Non-personnel Action Cash Awards | a. Pay Period Ending Date - 13 Days |
| (i.e. P-88-13A) H. | with an Award Payment Date equal | b. Pay Period Number |
| | to the current pay date)] | c. Pay Period Ending Date + 10 Days |

PAYROLL

[illegible]

- 1

PAYROLL

REPORT 406

SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
(PAGE 10 OF 11)

PAYROLL

PURPOSE: To provide data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

SUBJECT TO PRIVACY ACT OF 1974		
REPORT NO: 406		
MAGNETIC TAPE: MISCELLANEOUS PAYMENTS		
AGENCY STATION NO: AA-AA-AAAA		
SCHEDULE NO: z-zz-zzz		
PAY PERIOD: bb		
PAYROLL PAY PERIOD aa/aa/aa - cc/cc/cc		
DATE CHECKS: cc/cc/cc		
NO OF BANKRUPTCY PAYMENTS: BBBB AMT BANKRUPTCY PAYMENTS: 0,000,000.00 NO OF CHILD SUPPORT PAYMENTS: CCCC AMT CHILD SUPPORT PAYMENTS: J,JJJ,JJJ.JJ NO OF COM GARNISHMT PAYMENTS: eeee AMT COM GARNISHMT PAYMENTS: f,fff,fff.fff NO OF INDEBTEDNESS DUE U.S.: DDDD AMT INDEBTEDNESS DUE U.S.: K,KKK,KKK.KK NO OF NEBA INS. PAYMENTS: dddd AMT NEBA INS. PAYMENTS: G,GGG,GGG.GG		

NAME/ADDRESS	ACCOUNT#/CASE# /PAYMENT TYPE EMPLOYEE NAME/SSN	AMOUNT
EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF FFFFFFFFFFFFFFFF, FFF FFFF-FFFF	HHHHHHHHHHHH 333333333333 5555555555	I,III,III.II
-----	-----	-----
LLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLLL MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM MMMMMMMMMMMMMMMM, MMM MMMM-MMMM	NNNNNNNNNNNN 333333333333 5555555555	P,PPP,PPP.PP
-----	-----	-----
QQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQ RRRRRRRRRRRRRRRRRRRRRRRRRRRRRRRRRRRR RRRRRRRRRRRRRR, RRR RRRR-RRRR	SSSSSSSSSSSS 333333333333 5555555555	T,TTT,TTT.TT
-----	-----	-----
UUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUUU VVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV VVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV VVVVVVVVVVVVVV, VVV VVVV-VVVV		W,WWW,WWW.WW
SUBJECT TO PRIVACY ACT OF 1974		

- | | | |
|----------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------|
| A. Payroll Office Number | M. Child Support: ACY Addr | V. NEBA: Address |
| B. Number of Bankruptcy Payments | 3. Employee Name | W. Total of NEBA: Total B/W for given NEBA Chapter |
| C. Number of Child Support Payments | 5. SSN | a. Pay Period Ending Date - 13 Days |
| D. Number of Indebtedness Due U.S. Payments | N. Child Support: Remarks (Case #) | b. Pay Period Number |
| E. Bankruptcy: Agency Name | O. G on page 5 | c. Pay Period Ending Date + 10 Days |
| F. Bankruptcy: Agency Addr | P. Total of Child Support: B/W for given Account | d. Number of NEBA Payments |
| G. B on Page 5 | Q. Indebtedness due U.S.: ACY Name | e. Number of Commercial Garnishment Payments |
| H. Bankruptcy: Remarks (Account #) | R. Indebtedness due U.S.: ACY Addr | f. R on page 5 |
| I. Total of BANKRUPTCY:B/W for given Account | S. Indebtedness due U.S.: Type (Payment Type) | z. PAYROLL-YEAR-PAY Period Number, Supplement (i.e. P-88-13A) |
| J. E on page 5 | T. Total of Indebtedness U.S.: B/W for given Payment Type and Agency | |
| K. F on page 5 | U. NEBA: Name | |
| L. Child Support: Payee Name | | |

REPORT 406**SF 1166 VOUCHER AND SCHEDULE OF PAYMENTS
(PAGE 11 OF 11)**

PAYROLL

PURPOSE: To provide Data for preparing required payroll vouchers for biweekly submission to the Financial Center.

CONTENT: Recap of payment tape sent to U.S. Treasury. Shows such items as total net pay, EFT count, etc.

SEQUENCE: Totals by Agency, center, biweekly.

REPORT NO: 406	NASA PERSONNEL AND PAYROLL SYSTEM		PAGE :
SEQUENCE BY:	INSTALLATION NAME		DATE :
			TIME :
SF 1166-EDP	VOUCHER AND SCHEDULE OF PAYMENTS		
	SCHEDULE NO. A-AA		
NASA			
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB			
CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	AGENCY LOCATION CODE DDDDDDDDD		

APPROPRIATION SUMMARY	P	A	I
	D	B	Y

80X6050	E,EEE,EEE,EEE.EE		

	PAYEE	AMOUNT	
FEDERAL RESERVE BANK OF	FFFFFFFFFFFFFFFFFFFF	G,GGG,GGG,GGG.GG	
U.S. Savings Bonds, Series	EE		
DENOM.	NO. BONDS	COST	
\$ 100	HHHHHHH	I,III,III,III.II	
200	JJJJJJJ	K,KKK,KKK,KK.KK	
500	LLLLLLL	M,MMM,MMM,MMM.MM	
1000	NNNNNNN	O,OOO,OOO,OOO.OO	

SUPPORTING MAGNETIC TAPE INFORMATION			
Per Attached Magnetic Tape Reel No. _____			
Bond Volume P P P P P			
Pay Period Q Q			

Pursuant to the authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated hereon or on supporting vouchers.		R,RRR,RRR,RRR.RR	
		GRAND TOTAL	
Date	Authorized Certifying Officer		
	Telephone Number		

- A. 'B-' Pay Period Number
 B. Installation: Name
 C. Installation: Address
 D. Payroll Office Number
 E. I + K + M + O
 F. Installation: Bond FRB City
 G. E
 H. Count of (if Bond: Purchase Indicator = '1' and Bond: Denomination = 100

- I. H * Bond: Purchase Price
 J. Count of (if Bond: Purchase Indicator = '1' and Bond: Denomination = 200
 K. J * Bond: Purchase Price
 L. Count of (if Bond: Purchase Indicator = '1' and Bond: Denomination = 500
 M. L * Bond: Purchase Price

- N. Count of (if Bond: Purchase Indicator = '1' and Bond: Denomination = 1000
 O. N * Bond: Purchase Price
 P. H + J + L + N
 Q. Pay Period Number
 R. E

REPORT 107 LIMITED APPOINTMENT EMPLOYEES PAYROLL

PURPOSE: To control limited appointments, and severance pay payments.

CONTENT: All limited appointment employees.

SEQUENCE: Selective By Center, Pay block: Processing, Employee Name or Pay Block: Processing, SSN
Page break by Center, Pay Block: Processing
Totals by Pay Block: Processing and Center

REPORT NO: 107		SUBJECT TO PRIVACY ACT OF 1974					PAGE:		
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM					DATE:		
		INSTALLATION NAME					TIME:		
LIMITED APPOINTMENT EMPLOYEES									
AS OF MM/DD/YY									
PB	SSN	NAME	HOURS/DAYS/DOLLARS		USED	LIMITATION	TYPE	DATE	DAYS/
			CURRENT	CUMULATIVE	BALANCE	LIMITATION	LIMIT	HOURS	DOLLAR
A	BBBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I	J

SEVERANCE TOTAL			NBR OF EMPS.		*** Totals Line				
OTHER TOTAL			NBR OF EMPS.		*** Totals Line				

SEVERANCE GRAND TOTAL			NBR OF EMPS.		*** Totals Line				
OTHER GRAND TOTAL			NBR OF EMPS.		*** Totals Line				
SUBJECT TO PRIVACY ACT OF 1974									

See Next Page for Data Elements.

**LIMITED APPOINTMENT EMPLOYEES
DATA ELEMENTS
REPORT 107**

A. Pay Block: Processing

B. SSN

C. Employee Name (Last, First, MI, Gen)

D. = Regular Hours: B/W + Overtime: Hours B/W +
 Annual Leave: Used B/W + Sick Leave: Used B/W +
 Holiday Leave: Used B/W + Restored Leave: Used B/W +
 Military Leave: Used B/W Hours+ Comp Time: Relig Used B/W +
 Administrative Leave: Used B/W+ Excused Leave: Used B/W +
 Cop Leave: Hours Used B/W + Graduate Leave: Used B/W +
 Jury Leave: Used B/W + Court Leave: Used B/W +
 Credit Hours: Used B/W + Home Leave: Hours Used B/W+
 Comp Time: Used B/W
 If Employee Has Appointment: Day Limit Only

= Regular Hours: B/W + Overtime: Hours B/W +
 Annual Leave: Used B/W + Sick Leave: Used B/W +
 Holiday Leave: Used B/W + Restored Leave: Used B/W +
 Military Leave: Used B/W Hours+ Comp Time: Relig Used B/W +
 Administrative Leave: Used B/W+ Excused Leave: Used B/W +
 Cop Leave: Hours Used B/W + Graduate Leave: Used B/W +
 Jury Leave: Used B/W + Court Leave: Used B/W +
 Credit Hours: Used B/W + Home Leave: Hours Used B/W+
 Comp Time: Used B/W
 If Employee Has Appointment: Day Limit and Appointment: NTE Date

=Regular Hours: B/W + Overtime: Hours B/W +
 Annual Leave: Used B/W + Sick Leave: Used B/W +
 Holiday Leave: Used B/W + Restored Leave: Used B/W +
 Military Leave: Used B/W Hours+ Comp Time: Relig Used B/W +
 Administrative Leave: Used B/W+ Excused Leave: Used B/W +
 Cop Leave: Hours Used B/W + Graduate Leave: Used B/W +
 Jury Leave: Used B/W + Court Leave: Used B/W +
 Credit Hours: Used B/W + Home Leave: Hours Used B/W+
 Comp Time: Used B/W
 If Employee Has Appointment: NTE Date and Appointment: Hour Limit

= Gross Earnings: B/W If Employee Has Appointment: Dollar Limit Only

= Gross Earnings: B/W If Employee Has Appointment: Dollar Limit and Appointment: NTE Date

= Gross Earnings: B/W If Employee Has Appointment: NTE Date Only

= Gross Earnings: B/W If Employee Is A Severance Employee

E. Limited Emp: Amt Used To Date

F. = Appointment: Hour Limit - E, If Employee Has Appointment: Hour Limit

= Appointment: Dollar Limit - E, If Employee Has Appointment: Dollar Limit

= Appointment: Day Limit - E, If Employee Has Appointment: Day Limit

= Appointment: Dollar Limit - E, If Employee Is A Severance Employee

**LIMITED APPOINTMENT EMPLOYEES
DATA ELEMENTS
REPORT 107**

- G. = 'Day' If Employee Has Appointment: Day Limit Only
- = 'Day/Date' If Employee Has Appointment: Day Limit and Appointment: NTE Date
- = 'Date/Hour' If Employee Has Appointment: NTE Date and Appointment: Hour Limit
- = 'Dollar' If Employee Has Appointment: Dollar Limit Only
- = 'Dte/Dollr' If Employee Has Appointment: NTE Date and Appointment: Dollar Limit
- = 'Date' If Employee Has Appointment: NTE Date Only
- = 'Severance' If Employee Is A Severance Employee
- H. Appointment: NTE Date
- I. Appointment: Hour Limit Or Appointment: Day Limit
- J. Appointment: Dollar Limit

SELECTION CRITERIA

Includes all employees with of the following criteria:

- Center Code equal user designated Center Code
- Duty Status equal 'Z' and Appointment: Dollar Limit greater than 0
- Position Type not equal 0 or 1
- FTE Line Item not equal 1, 2, 10 or 11
- Appointment: NTE Date greater than 0 or
Appointment: Dollar Limit greater than 0 or
Appointment: Hour Limit greater than 0 or
Appointment: Day Limit greater than 0
- Limited Emp: Amt Used To Date greater than 0
- Gross Earnings: B/W greater than 0

PAYROLL

AR
EN
--
. F

. E
. R

. H

. K

. M

REPORT 303**WORK YEARS & PERSONNEL COSTS****PAYROLL**

PURPOSE: To provide (YTD) hours and costs.

CONTENT: All active employees, and employees who have terminated in the leave year specified by the user input selection criteria (from-to dates).

SEQUENCE: Totals by Center.

REPORT NO: 303		NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME				PAGE:
		WORK YEARS AND PERSONNEL COSTS AS OF MM/DD/YY				DATE:
						TIME:
TYPE	DAYS	DOLLARS	-----NO OF LEAVE DAYS----- EARNED	CARRIED OVER END OF YEAR	FORFEITED END OF YEAR	CREDITED FOR RETIREMENT
AL	AAAAAA.AA	BBBBBBBBBB.BB	CCCCC.CC	DDDDDD.DD	EEEEEE.EE	
SL	FFFFFF.FF	GGGGGGGGGG.GG	HHHHH.HH	IIIII.II		JJJJJJ.JJ
HOL LV	KKKKKK.KK	LLLLLLLLLL.LL				
ADM LV	MMMMM.MM	NNNNNNNNNN.NN				
CT	OOOOOO.OO	PPPPPPPPPP.PP				
CT: REL	QQQQQQ.QQ	RRRRRRRRRR.RR				
COP	SSSSSS.SS	TTTTTTTTTT.TT				
COURT LV	UUUUUU.UU	VVVVVVVVVV.VV				
CREDIT	WWWWW.WW	XXXXXXXXXX.XX				
EXC LV	YYYYYY.YY	ZZZZZZZZZZ.ZZ				
GRD LV	aaaaaa.aa	bbbbbbbbbb.bb				
HAZ	ccccc.cc	ddddddddd.dd				
HOL WORK	eeeeee.ee	fffffffff.ff				
HOME LV	gggggg.gg	hhhhhhhhh.hh				
JURY LV	iiiii.ii	jjjjjjjjj.jj				
MIL LV	kkkkkk.kk	lllllllll.ll				
NT DIF	mmmmmm.mmm	nnnnnnnnnn.nn				
RST LV	oooooo.oo	pppppppppp.pp				
SUN DIF	qqqqqq.qq	rrrrrrrrrr.rr				
TIME OFF	sssss.ss	ttttttttt.tt				

- A. Total of Annual Leave: Used YTD + Home Leave: Used YTD + Lump Sum: Leave Hours (1-2)
- B. Total of Annual Leave: Cost YTD + Home Leave: Cost YTD + Lump Sum: Leave Payment YTD
- C. Total of Annual Leave: Earned YTD / 8
- D. Total of Annual Leave: PYCO / 8
- E. Total of Annual Leave forfeited at year-end/8
Only computed when Pay Cntl: Current Leave Period equals Pay Cntl: Num of Leave Periods
- F. Total of Sick Leave: Used YTD / 8
- G. Total of Sick Leave: Cost YTD
- H. Total of Sick Leave: Earned YTD / 8
- I. Total of Sick Leave: PYCO / 8
- J. Total of Sick Leave: Balance / 8
If Termination Code = 300, 301, 302, 303, 304, 312, or 354 and Retirement Plan Code = 1, 6, C, E, R, T, K, M, or N
- K. Total of Holiday Leave: Used YTD / 8
- L. Total of Holiday Leave: Cost YTD
- M. Total of Administrative Leave: YTD / 8
- N. Total of Administrative Leave: Cost YTD

- O. Total of Comp Time: Used YTD / 8
- P. Total of Comp Time: Cost YTD
- Q. Total of Relig Comp Time: Used YTD / 8
- R. Total of Relig Comp Time: Cost YTD
- S. Total of COP Leave: Hours Used YTD (1+2+3)/8
- T. Total of COP: Injury to Date (1+2+3)
- U. Total of Court Leave: Used YTD / 8
- V. Total of Court Leave: Cost YTD
- W. Total of Credit Hours: Used YTD / 8
- X. Total of Credit Hours: Cost YTD
- Y. Total of Excused Leave: Used YTD / 8
- Z. Total of Excused Leave: Cost YTD
- a. Total of Graduate Leave: YTD / 8
- b. Total of Graduate Leave: Cost YTD
- c. Total of Hazardous Hours: YTD / 8
- d. Total of Hazardous Earnings: YTD
- e. Total of Holiday Hours: YTD / 8
- f. Total of Holiday Earnings: YTD
- g. Total of Home Leave: Used YTD / 8
- h. Total of Home Leave: Cost YTD
- i. Total of Jury Leave: Used YTD / 8
- j. Total of Jury Leave: Cost YTD

- k. Total of Military Leave: Used YTD Hours / 8
- l. Total of Military Leave: Cost YTD
- m. Total of Night Differential: Hours YTD / 8
- n. Total of Night Differential: Erngs YTD
- o. Total of Restored Leave: Used YTD (1+2+3)/8
- p. Total of Restored Leave: Cost YTD
- q. Total of Sunday Diff Hours: YTD / 8
- r. Total of Sunday Diff Earnings: YTD
- s. Employee Time Off Award Hours Year to Date Used Quantity (1-10) / 8
- t. Employee Time Off Year to Date Cost / 8

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Reactivation Indicator = 0
- Reactivation Indicator = 0 and Duty Status = Z, if termination date is between the user input from-to dates

REPORT 409

SF 1150 RECORD OF LEAVE DATA

PAYROLL

PURPOSE: To provide a record of leave data upon transfer or termination of an employee. This data is placed in the employee's file for shipment to the new agency or center for transfers, or to the Record Center for terminations.

CONTENT: All employees.

SEQUENCE: By Center, Pay Block: Processing, SSN.

**SF 1150 RECORD OF LEAVE DATA
DATA ELEMENTS
REPORT 409**

1. Employee Name (Last, First, Mi, Gen)
2. SSN/Facility Code
3. Pay Block: Processing
- 3a. Employee Number
- 4a. Termination Date
- 4b. Nature Of Action Code Description
5. Termination Code
6. TBD
- 7a. 'X' If (Termination Date - SCD: Leave) >= 15 Years
- 7b. 'X' If (Termination Date - SCD: Leave) < 15 Years
- 7c. Years of (Termination Date - SCD: Leave)
- 7d. Months of (Termination Date - SCD: Leave)
- 7e. Days of (Termination Date - SCD: Leave)
7a - 7e All Computed If (Annual Leave: Accrual Rate Not = 0 and Not = 1)
8. Pay Cntl: Pri Lv Date
- 8a. Annual Leave: PYCO
- 8b. Sick Leave: PYCO
10. TBD
11. If (Pay Cntl: Current PP Begin Date not = Termination Date) and
Pay Cntl: Current PP Begin Date - Termination Date not = 1)
Blank
Else
Pay Cntl: Current, PP Begin Date
- 11a. Annual Leave: Accrued YTD
- 11b. Sick Leave: Accrued YTD
- 12a. 8a + 11a
- 12b. 8b + 11b
13. Annual Leave: RIC YTD
14. Sick Leave: RIC YTD
15. Annual Leave: Used YTD + 53
16. Sick Leave: Used YTD
18. Annual Leave: Earned Balance
19. 12b - 14 - 16

SF 1150 RECORD OF LEAVE DATA DATA ELEMENTS REPORT 409

- | | |
|-------------------------------------------------------------------------------------------|-------------------------------------------|
| 20. Lump Sum: Leave Hours 1+ Lump Sum: Leave Hours 2 | |
| 23. Salary: Hourly | |
| 24. LWOP: Used YTD | |
| 25. TBD | |
| 26. LWOP: Wig Hours | |
| 27. TBD | |
| 28. TBD | |
| 29. TBD | |
| 30. TBD | |
| 31. TBD | |
| 32. TBD | |
| 33. TBD | |
| 34. FEHB: Plan Code | If FEHB: Plan Code Not = '000' |
| 35. Pay Cntl: Current PP Ending Date | If FEHB: B/W > 0 |
| 36. FEGLI: Code | If FEGLI: Code = 'C' |
| 37. FEGLI: Code | If FEGLI: Code > 'C' |
| 38. Pay Cntl: Current PP Ending Date | If FEGLI: B/W > 0 Or FEGLI: Basic B/W > 0 |
| 39. FICA: Earnings YTD | |
| 40. FICA: YTD | |
| 41. HIT: Earnings YTD | |
| 42. HIT: YTD | |
| 43. Base Earnings: YTD | |
| 44. TSP: Cy YTD | |
| 45a. TSP: Elected Rate Of Distr(1) | |
| 45b. TSP: Elected Rate Of Distr(2) | |
| 45c. TSP: Elected Rate Of Distr(3) | |
| 46a. TSP: Emp Dist G-Fund | |
| 46b. TSP: Emp Dist F-Fund | |
| 46c. TSP: Emp Dist C-Fund | |
| 47. Installation: Name or Facility: Name if Facility Code is designated by the user | |
| 48. Blank | |
| 49. Installation: Address or Facility: Address if Facility Code is designated by the user | |
| 50. Installation: TSP Phone | |
| 51. SCD: Leave | |
| 52. Empl Local PayYTD Amt | |
| 53. Donated AL: Contributed YTD - Donated AL: Donated-Returned YTD | |

**SF 1150 RECORD OF LEAVE DATA
DATA ELEMENTS
REPORT 409**

SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Duty Status Equal 'Z'
- Reactivation Indicator Equal 0
- Facility Code equals User Designated Facility Code if entered

REPORT 408 (STATE) (COUNTY) (CITY) TAX W/H REPORT

PAYROLL

PURPOSE: To provide required monthly, quarterly or annual reporting to State, County, or City taxing authorities.

CONTENT: Employees with taxes withheld.

SEQUENCE: Selective by Center, State, County or City.
Sequenced by Center, Employee Name.
Totals by State, County or City based upon user selection and Agency.

REPORT NO: 408	NASA PERSONNEL AND PAYROLL SYSTEM				PAGE:
SEQUENCE BY:	INSTALLATION NAME				DATE:
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION					TIME:
(STATE) (COUNTY) (CITY) TAX WITHHOLDING REPORT					
(MONTH) (QUARTER) (ANNUAL) ENDING MM/DD/YY					
SSN	NAME	GROSS EARNINGS	TSP DED	TAXABLE EARNINGS	TAX WITHHELD
217287739	DIRTON, HAROLD H.	11,797.00	528.00	11,269.00	310.32
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CC,CCC,CCC.CC	DD,DDD.DD	EEE,EEE.EE	FF,FFF,FFF.FF
TOTALS	KK,KKK	II,III,III.II	JJ,JJJ.JJ	G,GGG,GGG.GG	HH,HHH,HHH.HH

See Next Page for Data Elements

**(STATE) (COUNTY) (CITY) TAX W/H REPORT
DATA ELEMENTS
REPORT 408**

STATE

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. State Tax: Gross Erngs MTD + PCS: Ergns Subj State Tax MTD,
State Tax: Former Gross MTD + PCS: Frmr Ern Subj St Tax MTD,

State Tax: Gross Erngs QTD + PCS: Ergns Subj State Tax QTD,
State Tax: Former Gross QTD + PCS: Frmr Ern Subj St Tax QTD,

State Tax: Gross Erngs YTD + PCS: Ergns Subj State Tax YTD,
State Tax: Former Gross YTD + PCS: Frmr Ern Subj St Tax YTD
- D. State Tax: TSP Cy Ded MTD, QTD, YTD,
State Tax: Former TSP MTD, QTD, YTD
- E. State Tax: Erngs MTD + PCS: Ergns Subj State Tax MTD,
State Tax: Former Earnings MTD + PCS: Frmr Ern Subj St Tax MTD,

State Tax: Erngs QTD + PCS: Ergns Subj State Tax QTD,
State Tax: Former Earnings QTD + PCS: Frmr Ern Subj St Tax QTD,

State Tax: Erngs YTD + PCS: Ergns Subj State Tax YTD,
State Tax: Former Earnings YTD + PCS: Frmr Ern Subj St Tax YTD
- F. State Tax: MTD + PCS: State Tax Withheld MTD,
State Tax: Former W/H MTD + PCS: Frmr W/H Subj St Tax MTD,

State Tax: QTD + PCS: State Tax Withheld QTD,
State Tax: Former W/H QTD + PCS: Frmr W/H Subj St Tax QTD,

State Tax: YTD + PCS: State Tax Withheld YTD,
State Tax: Former W/H YTD + PCS: Frmr W/H Subj St Tax YTD
- G. Total of E
- H. Total of F
- I. Total of C
- J. Total of D
- K. Employee Count

**(STATE) (COUNTY) (CITY) TAX W/H REPORT
DATA ELEMENTS
REPORT 408**

COUNTY

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. County Tax: Gross Erngs MTD + PCS: Erngs Subj County Tax MTD,
County Tax: Former Gross MTD + PCS: Frmr Ern Subj Cnty Tax MTD,

County Tax: Gross Erngs QTD + PCS: Erngs Subj County Tax QTD,
County Tax: Former Gross QTD + PCS: Frmr Ern Subj Cnty Tax QTD,

County Tax: Gross Erngs YTD + PCS: Erngs Subj County Tax YTD,
County Tax: Former Gross YTD + PCS: Frmr Ern Subj Cnty Tax YTD
- D. County Tax: TSP Cy Ded MTD, QTD, YTD,
County Tax: Former TSP MTD, QTD, YTD
- E. County Tax: Erngs MTD + PCS: Erngs Subj County Tax MTD,
County Tax: Former Earnings MTD + PCS: Frmr Ern Subj Cnty Tax MTD,

County Tax: Erngs QTD + PCS: Erngs Subj County Tax QTD,
County Tax: Former Earnings QTD + PCS: Frmr Ern Subj Cnty Tax QTD,

County Tax: Erngs YTD + PCS: Erngs Subj County Tax YTD,
County Tax: Former Earnings YTD + PCS: Frmr Ern Subj Cnty Tax YTD
- F. County Tax: MTD + PCS: County Tax Withheld MTD,
County Tax: Former W/H MTD + PCS: Frmr W/H Subj Cnty Tax MTD,

County Tax: QTD + PCS: County Tax Withheld QTD,
County Tax: Former W/H QTD + PCS: Frmr W/H Subj Cnty Tax QTD,

County Tax: YTD + PCS: County Tax Withheld YTD,
County Tax: Former W/H YTD + PCS: Frmr W/H Subj Cnty Tax YTD
- G. Total of E
- H. Total of F
- I. Total of C
- J. Total of D
- K. Employee Count

**(STATE) (COUNTY) (CITY) TAX W/H REPORT
DATA ELEMENTS
REPORT 408**

CITY

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. City Tax: Gross Erngs MTD + PCS: Erngs Subj City Tax MTD,
City Tax: Former Gross MTD + PCS: Frmr Ern Subj City Tax MTD,

City Tax: Gross Erngs QTD + PCS: Erngs Subj City Tax QTD,
City Tax: Former Gross QTD + PCS: Frmr Ern Subj City Tax QTD,

City Tax: Gross Erngs YTD + PCS: Erngs Subj City Tax YTD,
City Tax: Former Gross YTD + PCS: Frmr Ern Subj City Tax YTD
- D. Blank if Local Tax Entity: Code (2) = '003' or '004'
Else
City Tax: TSP Cy Ded MTD, QTD, YTD
City Tax: Former TSP MTD, QTD, YTD
- E. City Tax: Erngs MTD + PCS: Erngs Subj City Tax MTD,
City Tax: Former Earnings MTD + PCS: Frmr Ern Subj City Tax MTD,

City Tax: Erngs QTD + PCS: Erngs Subj City Tax QTD,
City Tax: Former Earnings QTD + PCS: Frmr Ern Subj City Tax QTD,

City Tax: Erngs YTD + PCS: Erngs Subj City Tax YTD,
City Tax: Former Earnings YTD + PCS: Frmr Ern Subj City Tax YTD
- F. City Tax: MTD + PCS: City Tax Withheld MTD,
City Tax: Former W/H MTD + PCS: Frmr W/H Subj City Tax MTD,

City Tax: QTD + PCS: City Tax Withheld QTD,
City Tax: Former W/H QTD + PCS: Frmr W/H Subj City Tax QTD,

City Tax: YTD + PCS: City Tax Withheld YTD,
City Tax: Former W/H YTD + PCS: Frmr W/H Subj City Tax YTD
- G. Total of E
- H. Total of F
- I. Total of C
- J. Total of D
- K. Employee Count

**REPORT 408 (STATE)(COUNTY)(CITY) TAX W/H REPORT -
NON-PERSONNEL ACTION CASH AWARDS**

PAYROLL

PURPOSE: To provide required monthly, quarterly, or annual reporting to State, County, or City taxing authorities for awards paid through the Non-Personnel Action Cash Awards process.

CONTENT: Award recipients with taxes withheld.

SEQUENCE: Selective by Center, State, County, or City.
Sequenced by Center, Award Recipient Name.
Totals by State, County, or City based upon user selection and Agency.

REPORT NO: 408	SUBJECT TO PRIVACY ACT OF 1974				PAGE:
SEQUENCED BY:	NASA PERSONNEL AND PAYROLL SYSTEM				DATE:
	INSTALLATION NAME				TIME:
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION					
(STATE) (COUNTY) (CITY) TAX WITHHOLDING REPORT					
NON-PERSONNEL ACTION CASH AWARDS					
(MONTH) (QUARTER) (ANNUAL) ENDING MM/DD/YY					
SSN	NAME	GROSS EARNINGS	TSP DED	TAXABLE EARNINGS	TAX WITHHELD
121212121	BARKSTOL, JACKSON T.	11,797.00		11,269.00	310.32
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCC,CCC.CC		EEE,EEE.EE	FF,FFF.FF
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCC,CCC.CC		EEE,EEE.EE	FF,FFF.FF
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCC,CCC.CC		EEE,EEE.EE	FF,FFF.FF
TOTALS	RECIPIENTS = KK,KKK	II,III,III.II		GG,GGG,GGG.GG	H,HHH,HHH.HH
GRAND TOTAL	EMPS/RECIPIENTS = LLL,LLL	MM,MMM,MMM.MM	NNN,NNN.NN	OO,OOO,OOO.OO	PP,PPP,PPP.PP
SUBJECT TO PRIVACY ACT OF 1974					

- A. Award Recipient SSN
B. Award Recipient Name (Last, First, MI, Gen)
C. Award Gross Amount
G. Total of E
H. Total of F
I. Total of C
K. Count of Award Recipients
L. Total of K*
M. Total of I*
N. J from page 1
O. Total of G*
P. Total of H*

STATE

- E. Award Gross Amount (if Award State Tax Code not = blank)
F. Award State Tax Deduction Amount

CITY

- E. Award Gross Amount (if Award City Tax Code not = blank)
F. Award City Tax Deduction Amount

SELECTION CRITERIA:

- Include all awards with the following criteria:
- Installation equals user designated center code
 - Award Payment Date within the requested reporting period
 - Award Pyrl Updt Ind = blank (employee not administered for pay)

* Includes Totals From Both Parts of Report

REPORT 415**FEDERAL WITHHOLDING TAXES (FIT, FICA, HIT)****PAYROLL**

PURPOSE: To provide quarterly reporting to the Social Security Administration and the Internal Revenue Service.

CONTENT: All withholdings for FIT, FICA & HIT.

SEQUENCE: Selective By Center, SSN, Employee Name, Pay Block: Processing, SSN or Pay Block: Processing, Employee Name.

Totals by Pay Block: Processing , Center, and Agency.

Page break by Center, Pay Block: Processing.

REPORT NO: 415		SEQUENCE BY:		SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME				PAGE: DATE: TIME:	
QUARTERLY (VARIABLE) TAX WITHHOLDING REPORT AS OF MM/DD/YY									
PB SSN		EMPLOYEE NAME		QUARTERLY		YEAR TO DATE		GOVT CONTRIBUTION	
				DED	WAGES	DED	WAGES	QTD	YTD
02	123456789	LOVEJOY, JAMES L.		229.84	15,854.40	229.84	15,854.40	229.84	229.84
TOTAL				229.84	15,854.40	229.84	15,854.40	229.84	229.84
AA	BBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC		DDDDDD.DD	EEEEEEEE.EE	FFFFFF.FF	GGGGGGGG.GG	HHHHHHHH.HH	IIIIIIII.II
*** TOTALS LINE									
SUBJECT TO PRIVACY ACT OF 1974									

FIT

- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI, Gen)
- D. Federal Tax: QTD +
PCS: Fed Tax Ded QTD
- E. Taxable Earnings: QTD +
PCS: Fed Tax Erngs QTD
- F. Federal Tax: YTD +
PCS: Fed Tax Withheld YTD
- G. Taxable Earnings: YTD +
PCS: Earnings Subj Fed Tax YTD

FICA

- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI, Gen)
- D. FICA: QTD
- E. FICA: Earnings QTD
- F. FICA: YTD
- G. FICA: Earnings YTD
- H. FICA: Govt Contr QTD
- I. FICA: Govt Contr YTD

HIT

- A. Pay: Block Processing
- B. SSN
- C. Employee Name (Last, First, MI, Gen)
- D. HIT: QTD
- E. HIT: Earnings QTD
- F. HIT: YTD
- G. HIT: Earnings YTD
- H. HIT: Govt Contr QTD
- I. HIT: Govt Contr YTD

SELECTION CRITERIA:

User selects type of report (i.e. FIT, FICA, HIT). User can select one or as many reports as he wants in any combination.
At end of quarter program produces all 3 reports regardless of user selection.

REPORT 415 FEDERAL WITHHOLDING TAXES (FIT, FICA, HIT) - PAYROLL
NON-PERSONNEL ACTION CASH AWARDS

PURPOSE: To provide quarterly reporting to the Social Security Administration and the Internal Revenue Service for awards paid through the Non-Personnel Action Cash Awards system.

CONTENT: All withholdings for FIT, FICA, and HIT.

SEQUENCE: Selective by Center, Award Recipient SSN or Award Recipient Name.

Totals by Center and Agency.

REPORT NO: 415		SUBJECT TO PRIVACY ACT OF 1974 NASA PERSONNEL AND PAYROLL SYSTEM INSTALLATION NAME				PAGE: DATE: TIME:	
SEQUENCED BY:		QUARTERLY (VARIABLE) TAX WITHHOLDING REPORT AS OF MM/DD/YY					
SSN	EMPLOYEE NAME	----- QUARTERLY -----		---- YEAR TO DATE ----		-- GOVT CONTRIBUTION --	
		DED	WAGES	DED	WAGES	QTD	YTD
BBBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	DDDDDD.DD	EEEEEEEE.EE	FFFFFF.FF	GGGGGGGG.GG	HHHHHH.HH	IIIIIIII.II
BBBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	DDDDDD.DD	EEEEEEEE.EE	FFFFFF.FF	GGGGGGGG.GG	HHHHHH.HH	IIIIIIII.II
BBBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	DDDDDD.DD	EEEEEEEE.EE	FFFFFF.FF	GGGGGGGG.GG	HHHHHH.HH	IIIIIIII.II
*** TOTALS LINE							
GRAND TOTAL		JJJJJJJ.JJ	KKKKKKK.KK	LLLLLL.LL	MMMMMM.MM	NNNNNN.NN	OOOOOOO.OO

SUBJECT TO PRIVACY ACT OF 1974

B. Award Recipient SSN
 C. Award Recipient Name (Last, First, MI, Gen)

FIT

D. Award Federal Tax Deduction Amount (QTD)
 E. Award Gross Amount (QTD)
 F. Award Federal Tax Deduction Amount (YTD)
 G. Award Gross Amount (YTD)

FICA

D. Award OASDI Deduction Amount (QTD)
 E. Award OASDI Earnings Amount (QTD)
 F. Award OASDI Deduction Amount (YTD)

G. Award OASDI Earnings Amount (YTD)
 H. Award OASDI Govt Cntrbtn Amt (QTD)
 I. Award OASDI Govt Cntrbtn Amt (YTD)

HIT

D. Award HIT Deduction Amount (QTD)
 E. Award HIT Earnings Amount (QTD)
 F. Award HIT Deduction Amount (YTD)
 G. Award HIT Earnings Amount (YTD)
 H. Award HIT Govt Cntrbtn Amt (QTD)
 I. Award HIT Govt Cntrbtn Amt (YTD)

J. Total of D
 K. Total of E
 L. Total of F
 M. Total of G
 N. Total of H
 O. Total of I

SELECTION CRITERIA:

User selects type of report (i.e., FIT, FICA, HIT). User can select one or as many reports as desired in any combination. At end of quarter, program produces all 3 reports regardless of user selection.

- Installation equals user designated center code
- Award Payment Date within current reporting period
- Award Pyrl Updt Ind = blank (employee not administered for pay)

REPORT 413

SF 2806 CSRS INDIVIDUAL RETIREMENT RECORD

PAYROLL

PURPOSE: To record of individual transactions for submission to OPM at termination.

CONTENT: All enrolled employees.

SEQUENCE: By Center, Employee Name.

**SF 2806 CSRS INDIVIDUAL RETIREMENT RECORD
DATA ELEMENTS
REPORT 413**

1. Employee Name (Last, First, Mi, Gen)
2. Date Of Birth
3. SSN
4. 'NASA' (literal)
5. Installation: Name
6. Installation: Address
7. Installation: Payroll Office Num
13. Employee Name (Last, First, Mi, Gen)
(Accesses Personnel History File And Obtains Last Three Name Changes
Where NOAC = 780)

From HISTORY FILE (PAY-HIST-TWO & PER-HIST) :

8. Effective Date
9. Year of (Pay-Ending-Date)
10. = CSRS: Deduction YTD + CSRS: Mil Dep YTD
= FERS: YTD + FERS: Mil Dep YTD **
11. = CSRS: NASA Cum + CSRS: Mil Dep Cum
= FERS: NASA Cum + FERS: Mil Dep Cum **
14. NOAC: Description and NOAC NTE Date Hist if present
15. If New Salary Annual > 0
New Salary Annual
Else
Old Salary Annual
16. 'Convert From FERS' (literal) **

From CURRENT FILE (PAY-MASTER & MER-FILE & PER-MASTER) :

8. Termination Date
9. Year of (Pay Cntl: Current PP Ending Date)
10. = CSRS: Deduction YTD + CSRS: Mil Dep YTD
= FERS: YTD + FERS: Mil Dep YTD **
11. = CSRS: NASA Cum + CSRS: Mil Dep Cum
= FERS: NASA Cum + FERS: Mil Dep Cum **
14. = Termination Code: Description
= Termination Code: Description + Agency Code: Transferred to
If Termination Code = '352'
15. Salary
16. 'Convert From FERS' (literal) **

**SF 2806 CSRS INDIVIDUAL RETIREMENT RECORD
DATA ELEMENTS
REPORT 413**

** NOTE: Employees Converted From FERS To CSRS:

If FERS:YTD Not = 0	Or
FERS: Mil Dep YTD Not = 0	Or
FERS: NASA Cum Not = 0	Or
FERS: Mil Dep Cum Not = 0	

SELECTION CRITERIA

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Duty Status Equal 'Z' ##
- Reactivation Indicator Equal 0
- From **HISTORY File**, select
 - NOAC not equal blank
 - CSRS Employees:
 - (CSRS: Deduction YTD > 0 or CSRS: Mil Dep Cum > 0 or
 - CSRS: Mil Dep YTD > 0 or CSRS: NASA Cum > 0)
 - Duty Status = 'Z' or Pay Period Number = 26 or 27 (Only Select Year End)
- From **CURRENT File** select
 - (CSRS: B/W + CSRS: Govt Contr B/W + CSRS: Mil Dep B/W) > 0
 - Retirement Plan = 'I' '6' 'R' 'T' 'C' 'E'
 - (CSRS: Deduction YTD + CSRS: Mil Dep YTD not equal 0
 - or
 - CSRS: NASA Cum + CSRS: Mil Dep Cum not equal 0
 - or
 - FERS: YTD + FERS: Mil Dep YTD not equal 0
 - or
 - FERS: NASA Cum + FERS: Mil Dep Cum not equal 0)

NOTE: If last pay period, report all active employees followed after, replaced by Duty Status not equal 'Z'

REPORT 416

**OPM 1525 CSRS ANNUAL SUMMARY RETIREMENT FUND
TRANSACTIONS**

PAYROLL

PURPOSE: To report annual transactions to Office of Personnel Management.

CONTENT: All employees

SEQUENCE:

**OPM 1525 CSRS ANNUAL SUMMARY RETIREMENT FUND TRANSACTIONS
DATA ELEMENTS
REPORT 416**

- A. Agency Name
- B. Payroll Office Number
- C. Installation Address
- D. Year End Date
- 1. Total of (CSRS: PYCO + CSRS: Mil PYCO + CSRS: Civ Serv Cr PYCO)
- 2. Not Used
- 3. Same value as line 1
- 4A. Total of (CSRS: Cum Transferred In + CSRS: Mil Dep Trnsfer In + Civil Serv Credit: Tran In)
- 4B. Not Used
- 4. Same value as line 4A
- 5. 1. + 4A
- 6. Total of CSRS: Deduction YTD
- 7. Total of (CSRS: Mil Dep YTD + Civil Serv Credit: YTD)
- 8. 5. + 6. + 7.
- 9A. Total of (CSRS: Tran Out + CSRS Mil: Tran Out + CSRS: Civ Serv Cr Tran Out)
if Duty Status = 'Z' and NOAC = 702T, 713T, 721T or 792T (i.e. employee separated
and transferred to another NASA installation during pay year)
- 9B. Total of (CSRS: Tan Out + CSRS Mil: Tran Out + CSRS: Civ Serv Cr Tran Out)
if Duty Status = 'Z' and NOAC not = 702T, 713T, 721T or 792T
(i.e. employee separated but did not transfer to another NASA installation
during pay year)
- 9C. Total of (CSRS: Tran Out + CSRS Mil: Tran Out + CSRS: Civ Serv Cr Tran Out)
if Duty Status not = 'Z' and NOAC = 803 and
old Retirement Plan = C or E and new Retirement Plan = K, L, M, or N
(i.e. employee converted from CSRS to FERS during pay year)
- 9D. Not Used
- 9. 9A + 9B + 9C
- 10. Total of (CSRS: NASA Cum + CSRS: Mil Dep Cum + Civil Serv Credit: Cum)
- 11. Count of employees with Retirement Plan = 1, 6, C, E, R and T and
Duty Status not = 'Z'

**OPM 1525 CSRS ANNUAL SUMMARY RETIREMENT FUND TRANSACTIONS
DATA ELEMENTS
REPORT 416**

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Retirement Plan = 1, 6, C, E, R, or T
 - or
 - CSRS: PYCO > 0 or CSRS: Mil PYCO > 0 or CSRS: Civ Serv Cr PYCO > 0
 - or
 - CSRS: Tran Out > 0 or CSRS Mil: Tran Out > 0 or CSRS: Civ Serv Cr
Tran Out > 0

REPORT 414	SF 3100 FERS INDIVIDUAL RETIREMENT RECORD	PAYROLL
PURPOSE:	To record of all individual transactions for submission to OPM at termination.	
CONTENT:	All enrolled employees.	
SEQUENCE:	By Center, Employee Name	

**SF 3100 FERS INDIVIDUAL RETIREMENT RECORD
DATA ELEMENTS
REPORT 414**

1. Employee Name (Last, First, Mi, Gen)
2. Date Of Birth
3. SSN
4. 'NASA' (literal)
5. Installation: Name
6. Installation: Address
7. Installation: Payroll Office Num
13. Employee Name (Last, First, Mi, Gen)
(Accesses Personnel History File And Obtains Last Three Name Changes
Where NOAC = 780)

From HISTORY FILE (PAY-HIST-TWO & PER-HIST) :

8. Effective Date
9. Year of (Pay-Ending-Date)
10. = FERS: YTD + FERS: Mil Dep YTD
= CSRS: Deduction YTD + CSRS: Mil Dep YTD **
11. = FERS: NASA Cum + FERS: Mil Dep Cum
= CSRS: NASA Cum + CSRS: Mil Dep Cum **
14. NOAC: Description and NOAC NTE Date Hist if present
15. If New Salary Annual > 0
New Salary Annual
Else
Old Salary Annual
16. 'Convert to CSRS' (literal) **

From CURRENT FILE (PAY-MASTER & MER-FILE & PER-MASTER) :

8. Termination Date
9. Year of (Pay Cntl: Current PP Ending Date)
10. = FERS: YTD + FERS: Mil Dep YTD
= CSRS: Deduction YTD + CSRS: Mil Dep YTD **
11. = FERS: NASA Cum + FERS: Mil Dep Cum
= CSRS: NASA Cum + CSRS: Mil Dep Cum **
14. = Termination Code: Description
= Termination Code: Description + Agency Code: Transferred to
If Termination Code = '352'
15. Salary
16. 'Convert to CSRS' (literal) **

** NOTE: Employees Converted From FERS To CSRS:

If CSRS Deduction YTD Not = 0	Or
CSRS: Mil Dep YTD Not = 0	Or
CSRS: NASA Cum Not = 0	Or
CSRS: Mil Dep Cum Not = 0	

**SF 3100 FERS INDIVIDUAL RETIREMENT RECORD
DATA ELEMENTS
REPORT 414**

SELECTION CRITERIA

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Duty Status Equal 'Z' ##
- Reactivation Indicator Equal 0
- From **HISTORY File**, select
 - NOAC not equal blank
 - CSRS Employees:
(FERS: Deduction YTD > 0 or FERS: Mil Dep Cum > 0 or
FERS: Mil Dep YTD > 0 or FERS: NASA Cum > 0)
 - Duty Status = 'Z' or Pay Period Number = 26 or 27 (Only Select
Year End)
- From **CURRENT File** select
 - (FERS: B/W + FERS: Govt Contr B/W + FERS: Mil Dep B/W) > 0
 - Retirement Plan = 'M', 'N', or 'K'
 - (FERS: Deduction YTD + FERS: Mil Dep YTD not equal 0
or
FERS: NASA Cum + FERS: Mil Dep Cum not equal 0
or
CSRS: YTD + CSRS: Mil Dep YTD not equal 0
or
CSRS: NASA Cum + CSRS: Mil Dep Cum not equal 0)

NOTE: If last pay period, report all active employees followed after, replaced by Duty Status not equal 'Z'

REPORT 417

**OPMS 1564 FERS ANNUAL SUMMARY RETIREMENT FUND
TRANSACTIONS**

PAYROLL

PURPOSE: To report annual transactions to Office of Personnel Management.

CONTENT: All enrolled employees.

SEQUENCE:

**OPMS 1564 FERS ANNUAL SUMMARY RETIREMENT FUND TRANSACTIONS
DATA ELEMENTS
REPORT 417**

- A. Agency Name
- B. Payroll Office Number
- C. Installation Address
- D. Year End Date
- 1. Total of (FERS: PYCO + FERS: Mil PYCO)
- 2. Same value as line 2B
- 2A. Not Used
- 2B. Total of (FERS: Tran In + FERS: Mil Dep Transfer In)
- 3. 1. + 2.

IF "FERS:YTD" = FERS Deduction Code K YTD Amount +
FERS Deduction Code L YTD Amount +
FERS Deduction Code M YTD Amount +
FERS Deduction Code N YTD Amount

THEN

- 4. = FERS Deduction Code K YTD Amount
- 5. = FERS Deduction Code N YTD Amount
- 6. = FERS Deduction Code L YTD Amount +
FERS Deduction Code N YTD Amount

OTHERWISE

The total FERS: YTD Amount is placed into 4, 5, or 6 dependent upon the value of the employee's RETIREMENT PLAN.

- 4. = Total of (FERS: YTD)
if Retirement Plan = K or Retirement Plan not = L, M or N
- 5. = Total of (FERS: YTD) if Retirement Plan = N
- 6. = Total of (FERS: YTD) if Retirement Plan = L or M
- 7. Total of (FERS: Mil Dep YTD)
- 8. 3. + 4. + 5. + 6. + 7.
- 9. Total of (FERS: Tran Out + FERS: Mil Tran Out)
- 10. Total of (FERS: NASA Cum + FERS: Mil Dep Cum)
- 11. Count of employee with Retirement Plan = K, L, M or N and Duty Status not = 'Z'

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equal user designated center code
- Retirement Plan equals K, L, M or N
or
FERS: PYCO > 0 or FERS: MIL PYCO > 0
or
FERS: Tran Out > 0 or FERS: Mil Tran Out > 0

REPORT 405 FULL TIME EQUIVALENT (FTE) REPORT

PAYROLL

PURPOSE: To provide biweekly work hour reporting to HQ, by type of employee, to control the center's Civil Service staffing.

CONTENT: All active employees, ceiling and non-ceiling.

SEQUENCE: By Center, FTE Line Item, Tenure Code, Position: Type, Work Schedule
Totals by FTE Line Item and Center

| | | | | | | | | | |
|--------------------------------|--------|----------|----------|-----------------------------------|-----------|--------------|------------|-------------|--------|
| REPORT NO: 405 | | | | NASA PERSONNEL AND PAYROLL SYSTEM | | | | PAGE: | |
| SEQUENCE BY: | | | | INSTALLATION NAME | | | | DATE: | |
| | | | | FULL TIME EQUIVALENT (FTE) REPORT | | | | TIME: | |
| | | | | AS OF MM/DD/YY | | | | | |
| -----PERSONNEL MANAGEMENT----- | | | | | | | | | |
| CLASSIFICATION REPORTED | | | | NO. OF EMPLS | | | | STATUS | |
| FTE | TENURE | POSITION | WORK/SCH | PAID | BASE/HRS | OVERTIME/HRS | ACCESSIONS | SEPARATIONS | CHANGE |
| AA | BB | CC | DD | EEEE | FFFFFF.FF | GGGGG.GG | HHHH | IIII | JJJ |
| | BB | CC | DD | EEEE | FFFFFF.FF | GGGGG.GG | HHHH | IIII | JJJ |
| SUBTOTAL | | | | KKKKK | LLLLL.LL | MMMMM.MM | NNNN | OOOO | PPP |
| QQQQ | | | | CENTER | RRRRR | SSSSS.SS | TTTTT.TT | UUUU | VVVV |
| | | | | | | | | | WWW |

A. FTE Line Item
B. Tenure Code
C. Position: Type
D. Work Schedule (Derived From Code)
E. Count of Employees in Category
F. Regular Hours: B/W +
Annual Leave: Used B/W +
Sick Leave: Used B/W +
Comp Time: Used B/W +
Holiday Leave: Used B/W +
Restored Leave: Used B/W +
Military Leave: Used B/W Hours +
Comp Time: Relig Used B/W +
Administrative Leave: Used B/W +
Excused Leave: Used B/W +
COP Leave: Hours Used B/W +
Graduate Leave: Used B/W +
Jury Leave: Used B/W +
Court Leave: Used B/W +
Credit Hours: Used B/W +

Home Leave: Hours Used B/W +
Employee Time Off Award Hours
Current Used Quantity +
Base Hours: Adj B/W
G. Total Overtime: Hours B/W + Total
Overtime: Hours Adjustment + Holiday
Hours: B/W + Hol/Wrk: Cur Adj Hrs
H. Number of New Employees if New
Employee Indicator = 'Y'
I. Count of Separations if (Nature of Action
Code = '3....' or '...T') and (Pay Cntl: Current
PP Begin Date <= Mature Process Date <=
Pay Cntl: Current PP Ending Date)
J. Count of Status Changes if (Old FTE Line
Item not = New FTE Line Item and Old
FTE Line Item not = ' ') and (Pay Cntl:
Current PP Begin Date <= Mature Process
Date <= Pay Cntl: Current PP Ending Date)
K. Count of Paid Employees in FTE Category
L. Total Base Hours in FTE Category

M. Total Overtime Hours in FTE Category
N. Total New Employees in FTE Category
O. Total Separations in FTE Category
P. Total Changes in Status Per FT E Category
Q. Center Code
R. Center total of K
S. Center total of L
T. Center total of M
U. Center total of N
V. Center total of O
W.Center total of P

SELECTION CRITERIA:
Includes all employees with the following
criteria:
- InstallationCode equals user designated
center code
- Records in current pay period

REPORT 304**FULL TIME EQUIVALENT (FTE) WORK YEAR REPORT****PAYROLL**

PURPOSE: To provide the Human Resources and the Budget Offices with current cumulative work-year data for use in managing labor.

CONTENT: All employees paid to date this fiscal year. Report is provided biweekly.

SEQUENCE: FTE line item hours subtotaled by categories of employment, ceiling/non-ceiling, and totaled by center. Page break by center.

| | | | | | | | |
|--------------------------|-------------------------------|---------------------------------------------|---------------------|---------------|---------------|-------------------------|-------|
| REPORT NO: 304 | | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | PAGE: |
| SEQUENCE BY: | | INSTALLATION NAME | | | | | DATE: |
| | | FULL TIME EQUIVALENT (FTE) WORK YEAR REPORT | | | | | TIME: |
| | | AS OF MM/DD/YY | | | | | |
| FTE CATEGORY | EMPLOYEES PAID/
HOURS PAID | P/P FTE'S | WK YR EQ
FOR P/P | WK HRS
YTD | WK YRS
YTD | CUM. AVE.
EMPLOYMENT | |
| 05 FULL-TIME PERMANENT | 3624 | 3659 | 140.74 | 841.51 | 841.51 | 3683.00 | |
| REGULAR TIME | 289467 | 3618 | 139.17 | 826.86 | 826.86 | 3653.70 | |
| OVERTIME | 3263 | 41 | 1.57 | 14.65 | 14.65 | 29.30 | |
| 00 ZZZZZZZZZZZZZZZZZZZZZ | YYYYYY | CCCCCCC.CC | FFFFFFF.FF | IIIIIII.II | PPPPPPP.PP | LLLLLLL.LL | |
| REGULAR TIME | AAAAAA.AA | DDDDDDD.DD | GGGGGGG.GG | JJJJJJJ.JJ | QQQQQQQ.QQ | MMMMMMM.MM | |
| OVERTIME | BBBBBB.BB | EEEEEEE.EE | HHHHHHH.HH | KKKKKKK.KK | RRRRRRR.RR | NNNNNNN.NN | |

A. Current Base Hours Paid =
 Regular Hours: B/W +
 Annual Leave: Used B/W +
 Sick Leave: Used B/W +
 Holiday Leave: Used B/W +
 Restored Leave: Used B/W +
 Military Leave: Used B/W Hours+
 Comp Time: Relig Used B/W +
 Administrative Leave: Used B/W+
 Excused Leave: Used B/W +
 COP Leave Hours: Used B/W +
 Graduate Leave: Used B/W +
 Jury Leave: Used B/W +
 Court Leave: Used B/W +
 Credit Hours: Used B/W +
 Home Leave: Used B/W +
 Comp Time: Used B/W +
 Employee Time Off Award Hours
 Current Used Quantity +
 Base Hours: Adj B/W
 (If total value greater than 80, use 80)
 B. Total Overtime:Hours B/W +
 Overtime: Hours Adjustment +
 Holiday Hours: B/W +
 Hol/Wrk: Cur Adj Hrs +
 Current Base Hours Paid (A)
 greater than 80

C. D + E
 D. A / 80
 E. B / 80
 F. G + H
 G. A / 2080
 H. B / 2080
 I. J + K
 J. Total of A Year-to-Date*
 K. Total of B Year-to-Date**
 L. M + N
 M. ((A Year-to-Date* / 2080) / No. of
 Pay Periods YTD) * 26
 N. ((B Year-to-Date** / 2080) / No. of
 Pay Periods YTD) * 26
 O. FTE Line Item
 P. Q + R
 Q. J / 2080
 R. K / 2080
 Y. Number of employees in category
 Z. Titles included in report format

Categories FTE Line Items
 Full Time Permanent 3,5,6,20,23
 Other Employment 1,2,10,11
 Part-Time Permanent 4,7,21
 Full-Time Temporary 12,15,18,19
 Part-Time Temporary 13,16
 Intermittent 8,9,14,17,22
 Ceiling Totals Total
 Non-Ceiling 26,27

Non-Ceiling Totals 26 + 27
 Center Totals Grand Total

SELECTION CRITERIA:

Includes all employees with the following criteria:
 - Installation Code equals user designated center code
 - Current fiscal year History data for the current fiscal year to date.# First pay period of the new fiscal year begins in September (PP Beginning Date) and ends in October (PP Ending Date).

* Pay History Fields = Base Hrs B/W Hist +
 Base Hrs Adj Hist
 ** Pay History Fields = Overtime Hrs B/W Hist
 + Overtime Hrs Adj Hist
 # Current Fiscal Year data must exist in NPPS
 for this report to be accurate

REPORT 313 FULL TIME EQUIVALENT (FTE) STATUS CHANGE REPORT PAYROLL

PURPOSE: To provide a report to be used by the Human Resources Office to track and control the center's civil service staffing.

CONTENT: Employees whose FTE status has changed since the previous pay period.

SEQUENCE: By Center, FTE Line Item (Prior), SSN
Page break by Center.

| | | | | | | | | | | | | | |
|----------------|----------|-------------------------------------------------|------------------------------------------|----------|----------|------|-------|------|-------|------|------|-------|--|
| REPORT NO: 313 | | SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | | PAGE: | |
| SEQUENCE BY: | | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | | | | | DATE: | |
| | | INSTALLATION NAME | | | | | | | | | | TIME: | |
| | | FULL TIME EQUIVALENT (FTE) STATUS CHANGE REPORT | | | | | | | | | | | |
| | | AS OF MM/DD/YY | | | | | | | | | | | |
| FTE | SSN | ORG. | NAME | BASE/HRS | NOAC | PLAN | OCC | NCC | GRADE | STEP | TYPE | | |
| PR | | PR | | OT/HRS | EFFDTE | PR | PR | PR | PR | PR | PR | | |
| CUR | | CUR | | | | CUR | CUR | CUR | CUR | CUR | CUR | | |
| AA | CCCCCCCC | DDDD | EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE | FFF.FF | GGG.GG | HH | JJJJJ | RRRR | LL | TT | N | | |
| BB | | VVVV | | PPP.PP | QQ/QQ/QQ | II | KKKK | SSSS | MM | UU | O | | |

SUBJECT TO PRIVACY ACT OF 1974

- | | |
|-----------------------------------------------------|---------------------------------------|
| A. FTE Line Item (Prior) | S. NASA Classification Code (Current) |
| B. FTE Line Item (Current) | T. Step (Prior) |
| C. SSN | U. Step (Current) |
| D. Organization: Assigned (Prior) | V. Organization: Assigned (Current) |
| E. Employee Name (Last, First, MI, Gen) | |
| F. Base Hours: B/W | |
| G. Nature of Action: Code | |
| H. Pay Plan (Prior) | |
| I. Pay Plan (Current) | |
| J. Occupational Code (Prior) | |
| K. Occupational Code (Current) | |
| L. Grade: Prior | |
| M. Grade: Current | |
| N. Position: Type (Prior) | |
| O. Position: Type (Current) | |
| P. Overtime: Hours B/W + Overtime: Hours Adjustment | |
| Q. Effective Date | |
| R. NASA Classification Code (Prior) | |

SELECTION CRITERIA:

- Includes all employees with the following criteria:
- Installation Code equals user designated center code
 - Effective date between pay period start date and pay period ending date
 - New Employee Indicator equal blank (excludes accessions)
 - Prior FTELI not equal blank

PAYROLL

SEQUENCE: By Center, Organization: Assigned, Pay Plan, Grade, Employee Name
Totals By Section, Branch, Division, Directorate
Page breaks by Center, Branch, Division, Directorate

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A. Organization: Assigned Digits: 12345
 1 = Directorate
 2 = Division
 3 = Branch
 4 = Section
 5 = Office</p> <p>B. Employee Name</p> <p>C. Facility Code</p> <p>D. Pay Plan</p> <p>E. Grade</p> <p>F. Step</p> <p>G. Overtime: Hours B/W + Overtime: Hours Adjustment</p> <p>H. Overtime: Earnings B/W + Overtime: Earnings Adjustment</p> <p>I. Holiday Hours: B/W + Hol/Wrk: Cur Adj Hrs</p> <p>J. Holiday Earnings: B/W + Holiday/Wked: Current Adj Erngs</p> <p>K. Comp Time: Hrs Paid B/W</p> <p>L. Comp Time: Cur CT Paid Amount</p> <p>M. Overtime: Hours B/W Hist + Overtime: Hours Adj Hist</p> <p>N. Overtime: Earnings B/W Hist + Overtime: Earnings Adj Hist</p> | <p>O. Holiday Hours: B/W Hist + Holiday/Wked: Cur Adj Hist</p> <p>P. Holiday Earnings: B/W Hist + Holiday/Wkend: Cur Adj Erngs Hist</p> <p>Q. Comp Time: Hrs Paid B/W Hist</p> <p>R. Comp Time: Hours Paid B/W Hist</p> <p>S. If the user designated a Facility code, the Facility Name will be derived from the Facility Table</p> <p>T. Section, Branch, Division, Directorate, and Center totals of G</p> <p>U. Section, Branch, Division, Directorate, and Center totals of H</p> <p>V. Section, Branch, Division, Directorate, and Center totals of I</p> <p>W. Section, Branch, Division, Directorate, and Center totals of J</p> <p>X. Section, Branch, Division, Directorate, and Center totals of K</p> <p>Y. Section, Branch, Division, Directorate, and Center totals of L</p> <p>Z. Section, Branch, Division, Directorate, and Center totals of M</p> <p>a. Section, Branch, Division, Directorate, and Center totals of N</p> <p>b. Section, Branch, Division, Directorate, and Center totals of O</p> | <p>c. Section, Branch, Division, Directorate, and Center totals of P</p> <p>d. Section, Branch, Division, Directorate, and Center totals of Q</p> <p>e. Section, Branch, Division, Directorate, and Center totals of R</p> <p>SELECTION CRITERIA:
 Includes all employees with the following criteria:</p> <ul style="list-style-type: none"> - Installation Code equals user designated center code - Any Fiscal Year to Date value greater than 0 - Facility Code equals user designated Facility Code if entered <p>NOTE: If an employee has been in multiple Organizations during the fiscal year, the employee will be listed under each organization with the associated fiscal YTD totals. The current fields will only print with the current organization.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

PAYROLL

SEQUENCE: Selective By Center, FEHB:Plan Code, Employee Name or FEHB:Plan Code, SSN.

SUBJECT TO PRIVACY ACT OF 1974

REPORT NO: 104
SEQUENCE BY:

NASA PERSONNEL AND PAYROLL SYSTEM
INSTALLATION NAME
HEALTH INSURANCE NOT PAID
AS OF MM/DD/YY

PAGE:
DATE:
TIME:

| ORG | SSN | NAME | FEHB
CODE
DDD | FEHB
DED
EEE.EE | FEHB
CONTR
FFF.FF | NOT
DED
YTD
G,GGG.GG |
|-------|-----------|---------------------------------------|---------------------|-----------------------|-------------------------|-------------------------------|
| AAAAA | BBBBBBBBB | CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC | | | | |

SUBJECT TO PRIVACY ACT OF 1974

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| A. Organization: Assigned | History FEHB: Normal** - History | SELECTION CRITERIA: |
| B. SSN | FEHB:B/W | Includes all employees with the |
| C. Employee Name (Last, First, MI, Gen) | - History FEHB: Current Adj | following criteria: |
| D. FEHB: Plan Code | - History FEHB: Prior Adj | - Installation Code equals user designated |
| E. FEHB: NORMAL* | - History FEHB: Cash Collection | center code |
| F. Health Govt Amount (Health Code Table look up). This amount will be zero if (FEHB: Contribution Flag = 'Y') or (Duty Status = 'Z')* | * Prorated for career part-time employees (workschedule of P, S, or T, Tenure Code of 0, 1, or 2) based on Part-Time Hours (Part-Time Hours/80). | - Reactivation Indicator equal 0 |
| G. For all pay periods when FEHB deduction was not taken, the total of | ** Not prorated for career part-time employees. | - FEHB: Plan Code not equal blanks, '000','ZZX','ZZY','ZZZ' |
| | | - FEHB: B/W equal 0 or less |
| | | - Select employee History records for current fiscal year to date |

REPORT 314

TRANSMISSION TAPE LISTING (THRIFT SAVINGS PLAN)

PAYROLL

PURPOSE:

To be used to prepare Form TSP-2, Certification of Transfer of Fund and Journal voucher, and as a pay period record of what was sent to the National Finance Center.

CONTENT:

Detailed employee TSP information and payment records.

SEQUENCE:

Payment records by Center, SSN with header, trailer, and tape summary records.

| | | | | | | | | | | | | | | | | | |
|--------------------------------|--------|---------|------------------|-------------------------------------------------|--------|--------|--------|--------------------------|--------|--------|----------|--------------------------|-------|-------|----|-----|--|
| REPORT NO: 314 | | | | SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | | PAGE: | | | |
| SEQUENCE BY: | | | | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | | | | | DATE: | | | |
| | | | | INSTALLATION NAME | | | | | | | | | | TIME: | | | |
| | | | | TRANSMISSION TAPE LISTING (THRIFT SAVINGS PLAN) | | | | | | | | | | | | | |
| | | | | AS OF MM/DD/YY | | | | | | | | | | | | | |
| SSN | NAME | | | ADDRESS-ONE | | | | ADDRESS-TWO | | | | ADDRESS-THREE | | | | REC | |
| SSN-PRE | DOB | DOBERR | LOCATION | EFFDTE | SDATE | SCDDTE | VST | RCD | SEP | SEPDTE | CITY | ST | ZIP | STAT | NO | | |
| EADSTG | EADSTF | EADSTC | ETOT | EFFDTE | GBDSTG | GBDSTF | GBDSTC | GBAMT | GMDSTG | GMDSTF | GMDSTC | GMAMT | | | | | |
| DPT | AGY | DEPTPRV | AGYPRV | | | | | | | | | | | | | | |
| EADJG | EADJF | EADJC | EADJT | EFFDTE | GBADJG | GBADJF | GBADJC | GBADJT | GMADJG | GMADJF | GMADJC | GMADJT | | | | | |
| 674329785 REYNOLDS, DONALD J. | | | | 2943 PILGRIM COLONY | | | | | | | | | | | | | |
| AAAAAAAA BBBB | | | | CCCCCCCCCCCCCCCCCCCCCCCC | | | | CCCCCCCCCCCCCCCCCCCCCCCC | | | | CCCCCCCCCCCCCCCCCCCCCCCC | | | | | |
| 000000000 | 590324 | 000000 | NN72191580000004 | 880419 | 860928 | 860928 | 3 | K | | | HOUSTON | TX | 77058 | Y | 01 | | |
| DDDDDDDD | EEEEEE | FFFFFF | GGGGGGGGGGGGGGGG | HHHHHH | IIIIII | JJJJJJ | K | L | M | NNNNNN | CCCCCCCC | CC | CCCC | O | PP | | |
| 1119 | 000 | 000 | 1119 | 880419 | 1358 | 000 | 000 | 1358 | 5433 | 000 | 000 | 5433 | | | 11 | | |
| QQQQQQ | RRRRRR | SSSSSS | TTTTTT | HHHHHH | YYYYYY | ZZZZZZ | aaaaaa | bbbbbb | cccccc | dddddd | eeeeee | ffffff | | | PP | | |
| NN | 72 | | | | | | | | | | | | | | | | |
| gg | hh | ii | jj | | | | | | | | | | | | | | |
| 000 | 000 | 000 | 000 | 880419 | -1510 | 000 | 000 | -1510 | 000 | 000 | 000 | 000 | | | 21 | | |
| -kkkkk | -11111 | -mmmmm | -nnnnn | HHHHHH | -sssss | -ttttt | -uuuuu | -vvvvv | -wwwww | -xxxxx | -yyyyy | -zzzzz | | | PP | | |
| 000 | 000 | 000 | 000 | 880419 | -1510 | 000 | 000 | -1510 | 000 | 000 | 000 | 000 | | | 41 | | |
| -*AAAA | -*BBBB | -*CCCC | -*DDDD | HHHHHH | -*IIII | -*JJJJ | -*KKKK | -*LLLL | -*MMMM | -*NNNN | -*OOOO | -*PPPP | | | PP | | |
| SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | | | | | | | | | |

See Next Page for Data Elements

**TRANSMISSION TAPE LISTING (THRIFT SAVINGS PLAN)
DATA ELEMENTS
REPORT 314**

- A. SSN
- B. Employee Name(Last, First, MI, Gen)
- C. Address: Mailing
- D. SSN: Previous
- E. Birth Date
- F. Date of Birth: Previous
- G. TSP: Location
- H. TSP: Effective Date
- I. TSP: Employee Status Date
- J. TSP: SCD
- K. TSP: Vesting Period
- L. Retirement Plan
- M. TSP: Separation Code
- N. Separation Date
- O. TSP: Employee Status Code
- P. TSP: Record Number
- Q. TSP: Emp Dist G-Fund + TSP: CY Late Payment G (If TSP: Non Payment Flag = ' ')
- R. TSP: Emp Dist F-Fund + TSP: CY Late Payment F (If TSP: Non Payment Flag = ' ')
- S. TSP: Emp Dist C-Fund + TSP: CY Late Payment C (If TSP: Non Payment Flag = ' ')
- T. Q + R + S
- Y. TSP: Govt Basic Amt G-Fund + TSP: Govt Basic Late Payment G (If TSP: Non Payment Flag = ' ')
- Z. TSP: Govt Basic Amt F-Fund + TSP: Govt Basic Late Payment F (If TSP: Non Payment Flag = ' ')
- a. TSP: Govt Basic Amt C-Fund + TSP: Govt Basic Late Payment C (If TSP: Non Payment Flag = ' ')
- b. Y + Z + a
- c. TSP: Govt Match Amt G-Fund + TSP: Govt Matching Late Payment G (If TSP: Non Payment Flag = ' ')
- d. TSP: Govt Match Amt F-Fund + TSP: Govt Matching Late Payment F (If TSP: Non Payment Flag = ' ')
- e. TSP: Govt Match Amt C-Fund + TSP: Govt Matching Late Payment C (If TSP: Non Payment Flag = ' ')
- f. c + d + e
- g. TSP: Department

**TRANSMISSION TAPE LISTING (THRIFT SAVINGS PLAN)
DATA ELEMENTS
REPORT 314**

- h. TSP: Agency
- i. TSP: Department (Previous)
- j. TSP: Agency (Previous)
- k. TSP: NPPS CY Adj G(1-26)
- l. TSP: NPPS CY Adj F(1-26)
- m. TSP: NPPS CY Adj C(1-26)
- n. $k + l + m$
- s. TSP: Govt Basic Adj G(1-26)
- t. TSP: Govt Basic Adj F(1-26)
- u. TSP: Govt Basic Adj C(1-26)
- v. $s + t + u$
- w. TSP: Govt Match Adj G(1-26)
- x. TSP: Govt Match Adj F(1-26)
- y. TSP: Govt Match Adj C(1-26)
- z. $w + x + y$
- *A. TSP: CY Late Payment G (If TSP: Non Payment Flag = 'x')
- *B. TSP: CY Late Payment F (If TSP: Non Payment Flag = 'x')
- *C. TSP: CY Late Payment C (If TSP: Non Payment Flag = 'x')
- *D. $*A + *B + *C$
- *I. TSP: Govt Basic Late Payment G (If TSP: Non Payment Flag = 'x')
- *J. TSP: Govt Basic Late Payment F (If TSP: Non Payment Flag = 'x')
- *K. TSP: Govt Basic Late Payment C (If TSP: Non Payment Flag = 'x')
- *L. $*I + *J + *K$
- *M. TSP: Govt Matching Late Payment G (If TSP: Non Payment Flag = 'x')
- *N. TSP: Govt Matching Late Payment F (If TSP: Non Payment Flag = 'x')
- *O. TSP: Govt Matching Late Payment C (If TSP: Non Payment Flag = 'x')
- *P. $*M + *N + *O$

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- If (TSP: CY Ded B/W greater than 0 or TSP: Govt Basic Contr B/W greater than 0 or TSP: Govt Matching Contr Tot B/W greater than 0 or TSP: CY Ded Adj not equal 0 or TSP: Govt Basic Adj Total not equal 0 or TSP: Govt Matching Adj Total not equal 0 or TSP: Separation Flag equal 1) or
- If (TSP: Emp Late Pmt (1-3) not equal 0 or TSP: GB Late Pmt (1-3) not equal 0 or TSP: GM Late Pmt (1-3) not equal 0)

REPORT 200

MASTER EMPLOYEE RECORD (PAGE 1 OF 5)

PAYROLL

PURPOSE: To provide a biweekly record of the current status and results of all transactions affecting the employees compensation and leave.

CONTENT: All employees active for pay this pay period.

SEQUENCE: Selective by Center, Employee Name or SSN or Pay Block: Processing, Name or Pay Block:
Processing, SSN
Page break by Center, Employee Name or SSN

| | | | |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------|--------------------|
| REPORT NO: 200 | SUBJECT TO PRIVACY ACT OF 1974 | | PAGE: |
| SEQUENCE BY: | NASA PERSONNEL AND PAYROLL SYSTEM | | DATE: |
| | INSTALLATION NAME | | TIME: |
| | #XXXXXXXXXXXXXXXXXXXXX | | |
| | MASTER EMPLOYEE RECORD | | |
| | AS OF MM/DD/YY PAY PERIOD NO. *a | | |
| BLK: &d SSN: &eeeeeeee FACILITY: #X NAME: &ffffffffffffffffffffffff GR/ST: &h / &i DOB: &j/jj/jj SCD LVE: &kk/kk/kk | | | |
| ----- | | | |
| SALARY RATES | | LOCATION | STATUS |
| SCHED: AAAAAA.AA | | ORGN ASG: HHHHH | REACTIV CDE: MM |
| ANNUAL: BBBB.BB | | DTY STA: IIIIIIII | NEW EMPL: N |
| DAILY: #SSSS.SS | | DTY STA CDE: JJ | TERM CDE: OOO |
| HRLY: CCCCCC | | T&A DST CDE: KKKKKKKK | TERM DTE: pp/pp/pp |
| OT: DDDDD.DD | | AVAIL HRLY: 96 | |
| NT: EEEEE.EE | | | |
| SUN: FFFFF.FF | | APPOINTMENT LIMIT | TYPE LIMIT |
| HAZ: GGGGG.GG | | | |
| S-DIFF: 60 | | COOP LIMIT DTE: QQ/QQ/QQ | RRRRRRRRR SSSSS.SS |
| RET AL: 61 | | DATE LIMIT: LL/LL/LL | |
| ----- | | | |
| EARNINGS | | DEDUCTIONS | |
| ---PAY PERIOD--- | | ---YEAR TO DATE--- | |
| NORMAL HOURS EARNING | | NORMAL PERIOD | |
| BASE: hhhhh.hh mm.mm wwwww.w | | CH/SUP: /tttt.tt *IIII.II | |
| OT: nnn.nn xxxxx.xx /KK.KK /MMMM.MM | | GARNISH: 88 89 | |
| NT: ooo.oo yyyyy.yy 43 12 | | US IND: /rrrr.rr *GGGG.GG | |
| HAZ: ppp.pp zzzzz.zz 13 14 | | BANKR: /ssss.ss *HHHH.HH | |
| SUN: qq.qq /AAAA.AA 15 16 | | FED/WH: /qqqq.qq *FFFF.FF | |
| HOL WK: rrr.rr /BBBB.BB 17 18 | | ST TAX: /uuuu.uu *JJJJ.JJ | |
| SUP DIF: 86 54 | | FMR ST TX: &g XXXXX.XX | |
| FORGN: iiii.ii /CCCC.CC 19 | | CO TAX: /vvvv.vv *KKKK.KK | |
| RET ALL: 87 57 | | CTY TAX: /www.w | |
| LOCAL: 66 67 | | CSRS CUR: /xxxx.xx *MMMM.MM | |
| AUG: 70 71 | | CSRS FMR: 50 51 | |
| AVAIL: 92 93 | | CSRS/MD: /zzzz.zz *OOOO.OO | |
| STF DIF: 74 75 | | FERS CUR: /1111.11 *PPPP.PP | |
| SUM LVE: ssss.ss /DDDD.DD | | FERS FMR: 53 49 | |
| COMP/PD: ttt.tt 47 | | FERS/MD: /2222.22 *QQQQ.QQ | |
| STATCUT: /EEEE.EE | | CIV/CRD: &6666.66 &7777.77 | |
| FIRE/F: &aaaa.aa | | FICA: /4444.44 *SSSS.SS | |
| BD/REF: /GGGG.GG | | HIT: /5555.55 *TTTT.TT | |
| EIC: /HHHH.HH | | FEGLI: /6666.66 *UUUU.UU | |
| COLA: kkkkk.kk | | FEHB CUR: /7777.77 *VVVV.VV | |
| GROSS: jjjjj.jj | | FEHB FMR: vvvvv.vv | |
| NET: lllll.ll | | BILL OF COLL: *WWWW.WW | |
| GROSS AWARD 1: 63 | | TSP: /8888.88 *XXXX.XX | |
| GROSS AWARD 2: 64 | | TSP LN: /9999.99 *YYYY.YY | |
| GROSS AWARD 3: 65 | | NEBA: *AAAA.AA *ZZZZ.ZZ | |
| 62 &AAAA.AA | | VOL ALL: *BBBB.BB *1111.11 | |
| FOREIGN DIFF RATE: &FF.FF | | UNION: *CCCC.CC *2222.22 | |
| BASE TRNSF IN: &yyyy.yy | | BOND: *DDDD.DD *3333.33 | |
| CIV SVC CRD TRANSF: #RRRR.RR | | CFC: *EEEE.EE *4444.44 | |
| CSRS NASA CUM: &HHH.HH | | MISC: *VVVV.VV | |
| CSRS CUM T/IN: &KKKK.KK | | ADV PAY: 80 81 82 | |
| SALARY OFFSET: 45 | | | |
| ADV PAY CUM: 79 | | | |
| LOC PAY TRNSF IN: 91 | | | |
| SUBJECT TO PRIVACY ACT OF 1974 | | | |

See Next Page for Data Elements.

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5**

- A. Salary: Scheduled
- B. Salary
- C. Salary: Hourly
- D. If Pay Plan Not = 'ES' and Occupation Code Not = 1811
If FLSA Pay Status = 'E' and Job Series Not = 1
and (Salary: Hourly X Premium Rate Table) > Overtime Rate Max Table Overtime Rate Max Table
Else
Salary: Hourly X Premium Rate Table*

*If Occupation Code - 1811 and Salary Hourly > Overtime Rate Max Table Salary: Hourly

- E. Nite Diff Rate = Salary: Hourly X .10
- F. Sunday Diff Rate = Salary: Hourly X .25
- G. Hazardous Rate = (((HAZARD-RATE) - 1) X (Salary: Hourly))
- H. Organization: Assigned
- I. Duty Station Code
- J. Duty Status
- K. T & A: Distribution Code
- L. Date Limit if Position: Type Not = 0 or 1
- M. Reactivation Indicator
- N. New Employee Indicator
- O. Termination Code
- P. Termination Date
- Q. Date Limit if Position: Type = 0 or 1
- R. 'Days' Or 'Hours' Or 'Dollars' (Literal, Appointment Type)
- S. If Appointment: Day Limit Not = 0:
Appointment: Day Limit

If Appointment: Hour Limit Not = 0:
Appointment: Hour Limit

If Appointment: Dollar Limit Not = 0:
Appointment: Dollar Limit

- T. Appointment: Balance Limit
- U. If Appointment: Day Limit Not = 0:
Appointment: Day Limit - Appointment: Balance Limit

If Appointment: Hour Limit Not = 0:
Appointment: Hour Limit - Appointment: Balance Limit

If Appointment: Dollar Limit Not = 0:
Appointment: Dollar Limit - Appointment: Balance Limit

- V. FEHB: Prior Plan Code
- W. FEGLI: Last Shift Worked
- X. State Tax: Fmr Adj
- Y. FEGLI: Code
- Z. Pay Plan

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5**

1. Pay Rate Determinant
2. Pay Basis
3. Tour Of Duty: Shift From
4. FLEXI Tour Indicator
5. FLSA Pay Status
6. FTE Line Item
7. Non-NASA Project Line Item
8. Retirement Plan
9. Position: Type
 - a. Annuitant Indicator
 - b. Occupational Code
 - c. Part Time Hours (Scheduled)
 - e. Supervisory Code
 - f. EIC: Marital Code
 - g. Union Code
- h. Base Earnings: Normal = Salary: Hourly X 80
- i. Foreign Diff: Normal
- j. Gross Earnings: Normal
- k. COLA: Normal
- l. Net Earnings: Normal
- m. Base Hours: B/W =

| | |
|-----------------------------------------------------|----------------|
| Regular Hours: | B/W |
| + Annual Leave: | Used B/W |
| + Sick Leave: | Used B/W |
| + Comp Time: | Used B/W |
| + Holiday Leave: | Used B/W |
| + Restored Leave: | Used B/W |
| + Military Leave: | Used B/W Hours |
| + Comp Time: | Relig Used B/W |
| + Administrative Leave: | Used B/W |
| + Excused Leave: | Used B/W |
| + Cop.Leave: | Hours Used B/W |
| + Graduate Leave: | Used B/W |
| + Jury Leave: | Used B/W |
| + Court Leave: | Used B/W |
| + Credit Hours: | Used B/W |
| + Home Leave: | Hours Used B/W |
| + Employee Hours Total Time Off Total Paid Quantity | |
- n. Overtime: Hours B/W
- o. Night Differential: Hours B/W
- p. Hazardous Hours: B/W
- q. Sunday Diff: Hours B/W
- r. Holiday Hours: B/W
- s. Lump Total: Leave Hours-1 + Lump Total: Leave Hours-2
- t. Comp Time: Hurs Paid B/W
- u. Hazardous Code

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5**

v. FEHB: Prior Adj
w. Base Earnings: B/W
x. Overtime: Earnings B/W
y. Night Differential: Earnings B/W
z. Hazardous Earnings: B/W
/A. Sunday Diff: Earnings B/W
/B. Holiday Earnings: B/W
/C. Foreign Diff: B/W
/D. Lump Total: Leave Payment
/E. Statutory Cutback B/W
/F. Gross Earnings: B/W
/G. Total Of (Bond: Refund(1-10)) + Bond: Refund Adj
/H. EIC
/I. COLA: B/W
/J. Net Earnings: B/W
/K. Overtime: Hours Adjustment
/L. Base Earnings: Adjustment
/M. Overtime: Earnings Adjustment
/N. Lump Total: Leave Adj
/O. Gross Earnings: Adjustment
/P. EIC: Adjustment
/R. Base Hours: YTD
/S. Overtime: Hours YTD
/T. Night Differential: Hours YTD
/U. Hazardous Hours: YTD
/V. Sunday Diff: Hours YTD
/W. Holiday Hours: YTD
/Y. Comp Time: Hours Paid YTD
/a. Base Earnings: YTD
/b. Overtime: Earnings YTD
/c. Night Differential: Earnings YTD
/d. Hazardous Earnings: YTD
/e. Sunday Diff: Earnings YTD
/f. Holiday Earnings: YTD
/g. Foreign Diff: YTD
/h. Lump Total: Leave Payment YTD
/i. Fire Fighter: YTD Prem Pay
/k. Statutory Cutback YTD
/l. Gross Earnings: YTD
/m. Bond: Refund YTD
/n. EIC: YTD
/o. COLA: YTD
/q. Federal Tax: Normal

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5**

/r. Indebtedness Due U.S.: Normal
/s. Bankruptcy: Normal
/t. Child Support: Normal
/u. State Tax: Normal
/v. County Tax: Normal
/w. City Tax: Normal
/x. CSRS: Normal
/y. Bankruptcy: Total
/z. CSRS: Mil Dep Normal
/1. FERS: Normal
/2. FERS: Mil Dep Normal
/4. FICA: Normal
/5. HIT: Normal
/6. FEGLI: Normal
/7. FEHB: Normal
/8. TSP: Cy Ded Normal
/9. TSP: Loan Ded Normal
*A. NEBA: Normal
*B. Voluntary Allot: Normal
*C. Union Dues: Normal
*D. Bond: Normal
*E. CFC: Normal
*F. Federal Tax: B/W
*G. Total Of (Indebtedness Due U.S.: B/W(1-5))
*H. Bankruptcy: B/W
*I. Total Of (Child Support: B/W(1-3))
*J. State Tax: B/W
*K. County Tax: B/W
*L. City Tax: B/W
*M. CSRS: B/W
*O. CSRS: Mil Dep B/W
*P. FERS: B/W
*Q. FERS: Mil Dep B/W
*S. FICA: B/W
*T. HIT: B/W
*U. FEGLI: B/W
*V. FEHB: B/W
*W. Bill Of Collection: Deduction
*X. TSP: Cy Ded B/W
*Y. TSP: Loan Ded 1 B/W + TSP: Loan Ded 2 B/W
*Z. NEBA: Total B/W
*1. Voluntary Allot: B/W
*2. Union Dues: B/W

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5**

*3. Bond: B/W
 *4. CFC: B/W
 *5. Federal Tax: Adjustment
 *6. State Tax: Adjustment
 *7. County Tax: Adjustment
 *8. City Tax: Adjustment
 *9. Retirement: Cur Adj if Retirement Plan = 1,6,R,T,C,E
 *a. Pay Period Number
 *b. Retirement: Cur Adj if Retirement Plan = K,L,M,N
 *c. FICA: Adjustment
 *d. HIT: Adjustment
 *e. FEGLI: Adjustment
 *f. TSP: Cy Ded Adj
 *g. Federal Tax: YTD
 *h. Indebtedness Due U.S.: YTD
 *i. Bankruptcy: YTD
 *j. Child Support: YTD
 *k. State Tax: YTD
 *l. County Tax: YTD
 *m. City Tax: YTD
 *n. CSRS: Deduction YTD
 *p. CSRS: Mil Dep YTD
 *q. FERS: YTD
 *r. FERS: Mil Dep: YTD
 *t. FICA: YTD
 *u. HIT: YTD
 *v. FEGLI: Basic YTD +
 FEGLI: Opt A YTD +
 FEGLI: Opt B YTD +
 FEGLI: Opt C YTD
 *w. FEHB: Deduction YTD
 *x. Bill Of Collection: YTD
 *y. TSP: Cy YTD
 *z. TSP: Loan Ded 1 YTD + TSP: Loan Ded 2 YTD
 &A. NEBA: Total YTD
 &B. Voluntary Allot: YTD
 &C. Union Dues: YTD
 &D. Bond: YTD
 &E. CFC: YTD
 &F. Foreign Diff: Rate
 &G. COLA: Rate
 &H. CSRS: NASA Cum
 &K. CSRS: Cum Transferred In

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5**

&T. FERS: NASA Cum
 &V. Miscellaneous B/W Amt
 &W. Miscellaneous: YTD
 &X. CFC: Agency Code
 &Y. Tour Type
 &Z. FEHB: Cash Collection Plan Code
 &a. Fire Fighter: Prem Earn B/W
 &b. FEHB: Cash Collection
 &c. FEHB: Plan Code
 &d. Pay Block: Processing
 &e. SSN
 &f. Employee Name (Last,First, MI, Gen)
 &g. State Tax: Fmr Adj Code
 &h. Grade: Current
 &i. Step
 &j. Date Of Birth
 &k. SCD: Leave
 &m. Federal Tax: QTD
 &n. County Tax: MTD
 &o. State Tax: MTD
 &p. State Tax: QTD
 &q. County Tax: QTD
 &r. City Tax: MTD
 &s. City Tax: QTD
 &t. FICA: QTD
 &u. HIT: QTD
 &v. FEHB: Cur Adj
 &w. TSP: Deductions Total MTD
 &x. TSP: Deductions Total QTD
 &y. Base Earnings: Transferred In
 &z. FICA: Earnings YTD Trans In
 &2. Tour Of Duty: Shift To
 &3. TSP: Loan Ded 1 Cum + TSP: Loan Ded 2 Cum
 &5. Award: Amount YTD
 &6. Civil Serv Credit: Normal
 &7. Civil Serv Credit: B/W
 &8. Civil Serv Credit: YTD
 #Q. Civil Serv Credit: Cum
 #R. Civil Serv Credit: Transf In
 #S. Salary: Daily
 #U. Tenure Code
 #W If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
 #X Facility Code

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5**

10. Base: Hours Adjustment
12. Night Differential: Earnings Adjustment
13. Hazardous: Hours Adjustment
14. Hazardous: Earnings Adjustment
15. Sunday Diff: Hours Adjustment
16. Sunday Diff: Earnings Adjustment
17. Holiday Work: Hours Adjustment
18. Holiday Work: Earnings Adjustment
19. Foreign Diff: Earnings Adjustment
20. Fire Fighter: Earnings Adjustment
21. COLA: Earnings Adjustment
39. Civil Serv Credit: Adjustment
40. TSP: Loan 1 Adjustment + TSP: Loan 2 Adjustment
41. Union Dues: Adjustment
42. CFC: Adjustment
43. Night Differential: Hours Adjustment
45. Salary Offset
46. CSRS: Salary Offset Adj if Retirement Plan Not = 'K', 'M', 'N', 'L' and Annuitant Indicator = '1', '4', or '5'
FERS: Salary Offset Adj if Retirement Plan = 'K', 'M', 'N', 'L', '2' and Annuitant Indicator = 'A', 'C', or 'E'
47. Comp Time Paid Amt: Cur
48. Comp Time Paid Amt: YTD
49. FERS: Frmr Adj
50. Retirement Plan: Frmr Adj
if Retirement Plan: Frmr
Adj = '1','6','R','T','C','E'
51. CSRS: Frmr Adj
52. FEHB: Contribution Flag
53. Retirement Plan: Frmr Adj
if Retirement Plan: Frmr
Adj = 'K','M','N','L'
54. Supervisory Diff: B/W
55. Supervisory Diff: Current Adj
56. Supervisory Diff: YTD
57. Retention Allow: B/W
58. Retention Allow: Current Adj
59. Retention Allow: YTD
60. Supervisory Diff: Rate
61. Retention Allow: Rate
62. NEBA: Quarter Emp Deductions
63. Award: Earnings (1)
64. Award: Earnings (2)
65. Award: Earnings (3)
66. Empl Norm Local Pay Amt
67. Empl Local Pay B/W Amt

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 1/5**

68. Empl Local Pay B/W Adj Amt
69. Empl Local Pay YTD Amt
70. Empl Norm Admn Uctrd OT Amt
71. Empl Admn Uctrd OT B/W Amt
72. Empl Admn Uctrd OT B/W Adj Amt
73. Empl Admn Uctrd OT YTD Amt
74. Empl Norm Staff Diff Amt
75. Empl Stff Diff B/W Amt
76. Empl Stff Diff B/W Adj Amt
77. Empl Stff Diff YTD Amt
78. Empl Total Adv Pay Received Amt - Empl
Adv Pay Cum Ded Amt
79. Empl Adv Pay Cum Ded Amt
80. Empl New NormAdv Pay Ded Amt
81. Empl Adv Pay Ded B/W Amt
82. Empl Adv Pay Adj B/W Amt
83. Empl Adv Pay YTD Ded Amt
84. Employee NEBA Chapter Code
85. Net Earnings: YTD
86. Supervisory Diff: New Norm
87. Retention Allowance: New Norm
88. Empl New Norm Grnsh Ded Amt
89. Empl Grnsh Crnt Ded Amt (1-9)
90. Empl Grnsh YTD Ded Amt (1-9)
91. Empl Local Pay Trnsfr In YTD Amt
92. Availability Pay: Norm New
93. Availability Pay: B/W
94. Availability Pay: Adj
95. Availability Pay: YTD
96. Availability Pay: Hourly Rate

SELECTION CRITERIA

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Duty Status Not Equal 'Z' or Reactivation Indicator Not Equal 3 or Gross Earnings: B/W greater than 0 or Award:
Amount greater than 0
- Facility Code Equals User Designated Facility Code If Entered

REPORT 200

MASTER EMPLOYEE RECORD (PAGE 2 OF 5)

PAYROLL

PURPOSE:

To provide a bi-weekly record of the current status and results of all transactions affecting the employees taxes, bonds, allotments and loans.

CONTENT:

All employees active for pay this pay period.

SEQUENCE:

Selective by Center, Employee Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN
Page break by Center, Employee Name or SSN

REPORT NO: 200
SEQUENCE BY:

SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM
INSTALLATION NAME

AAAAAAAAAAAAAAAAAAAA
MASTER EMPLOYEE RECORD
AS OF MM/DD/YY PAY PERIOD NO. BB

PAGE:
DATE:
TIME:

BLK: CC SSN: DDDDDDDD FACILITY: E NAME: FFFFFFFFFFFFFFFFFFFFFFFFFFFFFF GR/ST: GG / HH DOB: II/II/II SCD LVE: JJ/JJ/JJ

MILITARY DEPOSIT:

CSRS

FERS

CUR

MTD

QTD

YTD

DEPOSIT REQUIRED KKKKK.KK RRRRR.RR FED ERN TAXABLE: ZZZZZ.ZZ aaaaa.aa bbbbbb
BAL. TRANSF. IN LLLLL.LL SSSSS.SS ST ERN TAXABLE: ccccc.cc dddd.d ee ee.ee ffffff
YTD INTEREST MMMM.MM TTTT.TT CNTY ERN TAXABLE: ggggg.gg hhhh.hh iiii.ii jjjjj.jj
CUM INTEREST NNNNN.NN UUUUU.UU CITY ERN TAXABLE: kkkkk.kk lllll.l mm mm.m nnnnnn
CUM DEDUCTION OOOOO.OO VVVVV.VV HIT EARNINGS: ooooo.o pppppp
CASH PAYMENT PPPPP.PP WWWWW.WW FICA EARNINGS: qqqqq.q rrrrrr
BALANCE DUE QQQQQ.QQ XXXXX.XX
INTEREST ACCR DATE YY/YY/YY

JUDICIAL/ADMINISTRATIVE DECREE

CUM

TOT

DTE LIMIT

VOLUNTARY ALLOTMENTS

ACCOUNT NUMBER

AMOUNT

CHILD SUPPORT ssssss.ss tttttt.tt uu/uu/uu 1 *BBBBBBBB *CCCCCCCCCCCCCCCC *DDD DD

COMMERCIAL GARNISHMENT vvvvvv.vv wwwwww.wv 2 *BBBBBBBB *CCCCCCCCCCCCCCCC *DDD DD

INDEBTEDNESS TO US xxxxxx.xx yyyyyy.yy TSP LOAN CODE 1 *EEEEEEEE *FFFFFFFFFFFFFF *GGGG.GG

BANKRUPTCY zzzzzz.zz *AAAAA.AA 2 *EEEEEEEE *FFFFFFFFFFFFFF *GGGG.GG

SUBJECT TO PRIVACY ACT OF 1974

See Next Page for Data Elements.

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 2/5**

- A. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
- B. Pay Period Number
- C. Pay Block: Processing
- D. SSN
- E. Facility Code
- F. Employee Name (Last,First,MI,Gen)
- G. Grade: Current
- H. Step
- I. Date of Birth
- J. SCD: Leave
- K. CSRS: Mil Dep Total Required
- L. CSRS: Mil Dep Trnsfr In
- M. CSRS: Mil Dep Int
- N. CSRS: Mil Dep Int Cum
- O. CSRS: Mil Dep Cum
- P. CSRS: Mil Dep Cash Pmt
- Q. CSRS: Mil Dep Balance
- R. FERS: Mil Dep Total Required
- S. FERS: Mil Dep Trnsfr In
- T. FERS: Mil Dep Int
- U. FERS: Mil Dep Int Cum
- V. FERS: Mil Dep Cum
- W. FERS: Mil Dep Cash Pmt
- X. FERS: Mil Dep Balance
- Y. Military Deposit: Int Accr Date
- Z. Taxable Earnings: MTD
 - a. Taxable Earnings: QTD
 - b. Taxable Earnings: YTD
 - c. State Tax: Earnings Cur
 - d. State Tax: Earnings MTD
 - e. State Tax: Earnings QTD
 - f. State Tax: Earnings YTD
 - g. County Tax: Earnings Cur
 - h. County Tax: Earnings MTD
 - i. County Tax: Earnings QTD

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 2/5**

- j. County Tax: Earnings YTD
- k. City Tax: Earnings Cur
- l. City Tax: Earnings MTD
- m. City Tax: Earnings QTD
- n. City Tax: Earnings YTD
- o. HIT: Earnings QTD
- p. HIT: Earnings YTD
- q. FICA: Earnings QTD
- r. FICA: Earnings YTD
- s. Total Of (Child Support: Cum (1-3))
- t. Total Of (Child Support: Total (1-3))
- u. Maximum Of (Child Support: Ded Date Limit (1-3))
- v. Total Of (Empl Grnsh Cum Ded Amt (1-9))
- w. Total Of (Empl Grnsh Tot Due Amt (1-9))
- x. Total Of (Indebtedness Due U.S.: Cum (1-5))
- y. Total Of (Indebtedness Due U.S.: Ttal (1-5))
- z. Bankruptcy: Cum
- *A. Bankruptcy: Total
- *B. Financial Inst Routing Nbr (2)
- *C. Account Number: EFT (2)
- *D. Voluntary Allot: Req'st Amt (2)
- *E. Financial Inst Routing Nbr (2)
- *F. Account Number: (2)
- *G. TSP: Loan Current Deductions (2)

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 3/5**

- A. Federal Tax: Exempted
- C. State Tax: Code
- D. County Tax: Code
- E. City Tax: Code
- G. State Tax: Additional Exempts
- H. County Tax: Additional Exempts
- I. City Tax: Additional Exempts
- J. Federal Tax: Additional
- K. State Tax: Additional W/H
- L. County Tax: Additional W/H
- M. City Tax: Additional W/H
- O. State Tax: Alternate Amount
- P. County Tax: Alternate Amount
- Q. City Tax: Alternate Amount
- R. Federal Tax: Marital Code
- S. State Tax: Marital Code if State Tax: Code Not = Blank
- T. County Tax: Marital Code
- U. City Tax: Marital Code
- V. Federal Tax: Exemptions
- W. State Tax: Exemptions
- X. County Tax: Exemptions
- Y. City Tax: Exemptions
- Z. If a Facility Code is designated by the user, the Facility Name will be derived from the Facility Table
 - a. Facility Code
 - s. Bond: Requested Deduction (10)
 - t. Bond: Denomination / 2 (10)
 - u. Bond: Current Balance (10)
 - v. Bond: Purchase Indicator (10)
- /C. Address: Mailing
- /F. Account Type: Eft
- /G. Address: Check Mailing
- /H. '1', ..., '10' (Literal, Bond Occurrence) if Bond: Denomination not = 0

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 3/5**

- /I. Pay Block: Processing
- /J. SSN
- /K. Employee Name (Last, First, MI, Gen)
- /M. State Tax: Working Spouse
- *a. Pay Period Number
- *d. Financial Inst Routing Nbr
- *e. Account Number
- 1. PCS: Federal Tax Withheld
- 2. PCS: State Tax Withheld
- 3. PCS: County Tax Withheld
- 4. PCS: City Tax Withheld
- 5. PCS: Earnings Subj Fed Tax
- 6. PCS: Earnings Subj State Tax
- 7. PCS: Earnings Subj County Tax
- 8. PCS: Earnings Subj City Tax
- 9. PCS: Earnings Not Subj Fed Tax
- 14. PCS: State Tax Withheld MTD
- 15. PCS: County Tax Withheld MTD
- 16. PCS: City Tax Withheld MTD
- 18. PCS: Earnings Subj State Tax MTD
- 19. PCS: Earnings Subj County Tax MTD
- 20. PCS: Earnings Subj City Tax MTD
- 26. PCS: State Tax Withheld QTD
- 27. PCS: County Tax Withheld QTD
- 28. PCS: City Tax Withheld QTD
- 30. PCS: Earnings Subj State Tax QTD
- 31. PCS: Earnings Subj County Tax QTD
- 32. PCS: Earnings Subj City Tax QTD
- 37. PCS: Federal Tax Withheld YTD
- 38. PCS: State Tax Withheld YTD
- 39. PCS: County Tax Withheld YTD
- 40. PCS: City Tax Withheld YTD

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 3/5**

- 41. PCS: Earnings Subj Fed Tax YTD
- 42. PCS: Earnings Subj State Tax YTD
- 43. PCS: Earnings Subj County Tax YTD
- 44. PCS: Earnings Subj City Tax YTD
- 45. PCS: Earnings Not Subj Tax YTD
- 46. PCS: Earnings Not Subj St Tax YTD
- 47. PCS: Earnings Not Subj Co Tax YTD
- 48. PCS: Earnings Not Subj Ci Tax YTD
- 49. Gross Earnings: B/W
- 50. Gross Earnings: State B/W
- 51. Gross Earnings: County B/W
- 52. Gross Earnings: City B/W
- 53. TSP: Deductions Total Cur
- 58. State Tax: Gross Earnings MTD
- 59. County Tax: Gross Earnings MTD
- 60. City Tax: GrossEarnings MTD
- 61. TSP: Deductions Total MTD
- 62. State Tax: TSP Cy Ded MTD
- 63. County Tax: TSP Cy Ded MTD
- 64. City Tax: TSP Cy Ded MTD
- 66. State Tax: Gross Earnings QTD
- 67. County Tax: Gross Earnings QTD
- 68. City Tax: Gross Earnings QTD
- 69. TSP: Deductions Total QTD
- 70. State Tax: TSP Cy Ded QTD
- 71. County Tax: TSP Cy Ded QTD
- 72. City Tax: TSP Cy Ded QTD
- 73. Gross Earnings: YTD
- 74. State Tax: Gross Earnings YTD
- 75. County Tax: Gross Earnings YTD
- 76. City Tax: Gross Earnings YTD
- 77. TSP: Cy YTD

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 3/5**

- 78. State Tax: TSP Cy Ded YTD
- 79. County Tax: TSP Cy Ded YTD
- 80. City Tax: TSP Cy Ded YTD
- 81. State Tax: Former Code MTD (3)
- 82. State Tax: Former Earnings MTD (3)
- 83. State Tax: Former W/H MTD (3)
- 84. State Tax: Former Gross MTD (3)
- 85. State Tax: Former TSP MTD (3)
- 86. PCS: Frmr W/H Subj St Tax MTD (3)
- 87. PCS: Frmr Ern Subj St Tax MTD (3)
- 88. State Tax: Former Code QTD (3)
- 89. State Tax: Former Earnings QTD (3)
- 90. State Tax: Former W/H QTD (3)
- 91. State Tax: Former Gross QTD (3)
- 92. State Tax: Former TSP QTD (3)
- 93. PCS: Frmr W/H Subj St Tax QTD (3)
- 94. PCS: Frmr Ern Subj St Tax QTD (3)
- 95. State Tax: Former Code YTD (3)
- 96. State Tax: Former Earnings YTD (3)
- 97. State Tax: Former W/H YTD (3)
- 98. State Tax: Former Gross YTD (3)
- 99. State Tax: Former TSP YTD (3)
- 100. PCS: Frmr W/H Subj St Tax YTD (3)
- 101. PCS: Frmr Ern Subj St Tax YTD (3)
- 102. PCS: Frmr Ern Not Sub St Tax YTD (3)
- 103. County Tax: Former Code MTD (3)
- 104. County Tax: Former Earnings MTD (3)
- 105. County Tax: Former W/H MTD (3)
- 106. County Tax: Former Gross MTD (3)
- 107. County Tax: Former TSP MTD (3)
- 108. PCS: Frmr W/H Subj Cnty Tax MTD (3)

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 3/5**

109. PCS: Frmr Ern Subj Cnty Tax MTD (3)
110. County Tax: Former Code QTD (3)
111. County Tax: Former Earnings QTD (3)
112. County Tax: Former W/H QTD (3)
113. County Tax: Former Gross QTD (3)
114. County Tax: Former TSP QTD (3)
115. PCS: Frmr W/H Subj Cnty Tax QTD (3)
116. PCS: Frmr Ern Subj Cnty Tax QTD (3)
117. County Tax: Former Code YTD (3)
118. County Tax: Former Earnings YTD (3)
119. County Tax: Former W/H YTD (3)
120. County Tax: Former Gross YTD (3)
121. County Tax: Former TSP YTD (3)
122. PCS: Frmr W/H Subj Cnty Tax YTD (3)
123. PCS: Frmr Ern Subj Cnty Tax YTD (3)
124. PCS: Frmr Ern Not Sub Ct Tax YTD (3)
125. City Tax: Former Code MTD (3)
126. City Tax: Former Earnings MTD (3)
127. City Tax: Former W/H MTD (3)
128. City Tax: Former Gross MTD (3)
129. City Tax: Former TSP MTD (3)
130. PCS: Frmr W/H Subj City Tax MTD (3)
131. PCS: Frmr Ern Subj City Tax MTD (3)
132. City Tax: Former Code QTD (3)
133. City Tax: Former Earnings QTD (3)
134. City Tax: Former W/H QTD (3)
135. City Tax: Former Gross QTD (3)
136. City Tax: Former TSP QTD (3)
137. PCS: Frmr W/H Subj City Tax QTD (3)

**MASTER EMPLOYEE RECORD
DATA ELEMENTS
REPORT 200, 3/5**

- 138. PCS: Frmr Ern Subj City Tax QTD (3)
- 139. City Tax: Former Code YTD (3)
- 140. City Tax: Former Earnings YTD (3)
- 141. City Tax: Former W/H YTD (3)
- 142. City Tax: Former Gross YTD (3)
- 143. City Tax: Former TSP YTD (3)
- 144. PCS: Frmr W/H Subj City Tax YTD (3)
- 145. PCS: Frmr Ern Subj City Tax YTD (3)
- 146. PCS: Frmr Ern Not Sub Ci Tax YTD (3)
- 147. PCS: Earnings HIT Cur Amount
- 148. PCS: Deduction HIT YTD Amount
- 149. PCS: Earnings HIT YTD Amount
- 150. PCS: Earnings FICA Cur Amount
- 151. PCS: Deduction FICA YTD Amount
- 152. PCS: Earnings FICA YTD Amount

REPORT 200 MASTER EMPLOYEE RECORD - LEAVE REGISTER (PAGE 4 OF 5) PAYROLL

PURPOSE: To provide a current employee leave status.

CONTENT: All active employees.

SEQUENCE: Selective by Center, Employee Name or SSN or Pay Block: Processing, Name or Pay Block:
Processing, SSN.
Page break by Center, Employee Name or SSN.

SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM
INSTALLATION NAME

REPORT NO: 200
SEQUENCE BY:

PAGE:
DATE:
TIME:

*dddddddddddddddddd
MASTER EMPLOYEE RECORD
LEAVE REGISTER
AS OF MM/DD/YY PAY PERIOD NO. *a

| | | | | | | | | | | |
|-----|----------|--------------------------------------|-------|---------|--------|--------|---------|-------------|---------|----------|
| PAY | BLK SSN | EMPLOYEE NAME | GR/ST | WRK/SCH | LV/PER | LV/SCD | LWP/NTE | LWP/RIC/HRS | LWP/SCD | FACILITY |
| AA | BBBBBBBB | CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC | DD EE | GG | HH | /xxxxx | /yyyyy | &o.oo | &ppp.pp | *e |

----- ANNUAL LEAVE ----- CREDIT HOURS ----- COMPENSATORY TIME -----

| | | | | | | | | | | | |
|-----------|----------|-------------|------------|----------|---------|---------|---------|-----------|----------|----------|-----------|
| B/W | YTD | B/W | YTD | 33/33 | 33/33 | 33/33 | 33/33 | 33/33 | 33/33 | 33/33 | TOTAL |
| PYCO | LLLL.LL | ACCR RATE | RR | PYCO | /EEE.EE | CURRENT | 44.44 | 44.44 | 44.44 | 44.44 | 8888.88 |
| ACCR | II.II | MMN.MN | CHG DTE | SS/SS/SS | EARNED | /AA.AA | /FFF.FF | CUR RATE | 55.55 | 55.55 | 55.55 |
| DNTD | *ff.ff | *ggg.gg | | | | | | | | | |
| USED | JJJ.JJ | NNNN.NN | ADV ELIGIB | TTTTTTT | USED | /BBB.BB | /GGG.GG | --TOTAL-- | | | |
| RIC | KK.KK | OOO.OO | CEILING | UUUUU | FORFEIT | /CCC.CC | /HHH.HH | HOURS | USED | FRFTD | USED |
| BAL | PPPP.PP | SES ACCR | &hhh.hh | | | | | 6aaaa.aa | 6bbbb.bb | 6cccc.cc | 6ddddd.dd |
| ADV BAL | QQQQQ | PTHS REMAIN | &jj.jj | BALANCE | /JJJ.JJ | | | | | | |
| AVAILABLE | *cccc.cc | USE OR LOSE | &iii.ii | | | | | | | | |

----- EXTENDED COMP TIME SUMMARY -----

| | | | | | | | | | | |
|----------|----------|----------|----------|-----|-----|-----|-----|-----|-----|-----|
| YTD | YTD | YTD | YTD | YTD | YTD | YTD | YTD | YTD | YTD | YTD |
| PYCO | WWWWW.WW | | | | | | | | | |
| REST | XXXXX.XX | XXXXX.XX | XXXXX.XX | | | | | | | |
| USED B/W | YYYY.YY | ZZZZ.ZZ | ZZZZ.ZZ | | | | | | | |
| BAL | 1111.11 | 1111.11 | 1111.11 | | | | | | | |
| EXP DATE | 22/22/22 | 22/22/22 | 22/22/22 | | | | | | | |

----- RELIGIOUS COMP TIME -----

| | | | | | | | | | | |
|----------|----------|----------|----------|-----|-----|-----|-----|-----|-----|-----|
| YTD | YTD | YTD | YTD | YTD | YTD | YTD | YTD | YTD | YTD | YTD |
| PYCO | WWWWW.WW | | | | | | | | | |
| REST | XXXXX.XX | XXXXX.XX | XXXXX.XX | | | | | | | |
| USED B/W | YYYY.YY | ZZZZ.ZZ | ZZZZ.ZZ | | | | | | | |
| BAL | 1111.11 | 1111.11 | 1111.11 | | | | | | | |
| EXP DATE | 22/22/22 | 22/22/22 | 22/22/22 | | | | | | | |

----- SICK LEAVE -----

| | | | | | | | | | | | |
|---------|---------|---------|---------|--------|---------|-----|-----|-----|-----|-----|-----|
| B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD |
| PYCO | NNN.NN | | | | | | | | | | |
| ACCRUED | /K.KK | /OO | ADMIN | /XX.XX | /YYY.YY | | | | | | |
| USED | /LL.LL | /PPP.PP | AWOL | /ZZ.ZZ | /aaa.aa | | | | | | |
| RIC | /MM.MM | /QQQ.QQ | COURT | /bb.bb | /ccc.cc | | | | | | |
| BALANCE | /RRR.RR | | EXCUSED | /dd.dd | /eee.ee | | | | | | |
| | | | JURY | /ff.ff | /ggg.gg | | | | | | |
| | | | LWOP | /hh.hh | /iii.ii | | | | | | |
| | | | SUSP | /kk.kk | /lll.ll | | | | | | |
| | | | HOLIDAY | /55.55 | /666.66 | | | | | | |

----- ADVANCED SICK LEAVE -----

| | | | | | | | | | | | |
|---------|---------|---------|---------|--------|---------|-----|-----|-----|-----|-----|-----|
| B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD |
| PYCO | NNN.NN | | | | | | | | | | |
| ACCRUED | /K.KK | /OO | ADMIN | /XX.XX | /YYY.YY | | | | | | |
| USED | /LL.LL | /PPP.PP | AWOL | /ZZ.ZZ | /aaa.aa | | | | | | |
| RIC | /MM.MM | /QQQ.QQ | COURT | /bb.bb | /ccc.cc | | | | | | |
| BALANCE | /RRR.RR | | EXCUSED | /dd.dd | /eee.ee | | | | | | |
| | | | JURY | /ff.ff | /ggg.gg | | | | | | |
| | | | LWOP | /hh.hh | /iii.ii | | | | | | |
| | | | SUSP | /kk.kk | /lll.ll | | | | | | |
| | | | HOLIDAY | /55.55 | /666.66 | | | | | | |

----- CONTINUATION OF PAY -----

| | | | | | |
|---------|---------|---------|---------|------------|----------------------------|
| B/W | YTD | ITD | BAL | DATE LIMIT | ----- MILITARY LEAVE ----- |
| PYCO | NNN.NN | | | | |
| ACCRUED | /K.KK | /OO | ADMIN | /XX.XX | /YYY.YY |
| USED | /LL.LL | /PPP.PP | AWOL | /ZZ.ZZ | /aaa.aa |
| RIC | /MM.MM | /QQQ.QQ | COURT | /bb.bb | /ccc.cc |
| BALANCE | /RRR.RR | | EXCUSED | /dd.dd | /eee.ee |
| | | | JURY | /ff.ff | /ggg.gg |
| | | | LWOP | /hh.hh | /iii.ii |
| | | | SUSP | /kk.kk | /lll.ll |
| | | | HOLIDAY | /55.55 | /666.66 |

----- TIME OFF AWARDS -----

| | | | | | | |
|---------|---------|---------|---------|---------|---------|----------|
| B/W | YTD | B/W | YTD | AWARDED | BALANCE | EXP-DATE |
| PYCO | NNN.NN | | | | | |
| ACCRUED | /K.KK | /OO | ADMIN | /XX.XX | /YYY.YY | |
| USED | /LL.LL | /PPP.PP | AWOL | /ZZ.ZZ | /aaa.aa | |
| RIC | /MM.MM | /QQQ.QQ | COURT | /bb.bb | /ccc.cc | |
| BALANCE | /RRR.RR | | EXCUSED | /dd.dd | /eee.ee | |
| | | | JURY | /ff.ff | /ggg.gg | |
| | | | LWOP | /hh.hh | /iii.ii | |
| | | | SUSP | /kk.kk | /lll.ll | |
| | | | HOLIDAY | /55.55 | /666.66 | |

----- HOME LEAVE -----

| | | | | | | | | | | | |
|---------|---------|---------|---------|--------|---------|-----|-----|-----|-----|-----|-----|
| B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD |
| PYCO | NNN.NN | | | | | | | | | | |
| ACCRUED | /K.KK | /OO | ADMIN | /XX.XX | /YYY.YY | | | | | | |
| USED | /LL.LL | /PPP.PP | AWOL | /ZZ.ZZ | /aaa.aa | | | | | | |
| RIC | /MM.MM | /QQQ.QQ | COURT | /bb.bb | /ccc.cc | | | | | | |
| BALANCE | /RRR.RR | | EXCUSED | /dd.dd | /eee.ee | | | | | | |
| | | | JURY | /ff.ff | /ggg.gg | | | | | | |
| | | | LWOP | /hh.hh | /iii.ii | | | | | | |
| | | | SUSP | /kk.kk | /lll.ll | | | | | | |
| | | | HOLIDAY | /55.55 | /666.66 | | | | | | |

----- RESTRICTED LEAVE -----

| | | | | | | | | | | | |
|---------|---------|---------|---------|--------|---------|-----|-----|-----|-----|-----|-----|
| B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD |
| PYCO | NNN.NN | | | | | | | | | | |
| ACCRUED | /K.KK | /OO | ADMIN | /XX.XX | /YYY.YY | | | | | | |
| USED | /LL.LL | /PPP.PP | AWOL | /ZZ.ZZ | /aaa.aa | | | | | | |
| RIC | /MM.MM | /QQQ.QQ | COURT | /bb.bb | /ccc.cc | | | | | | |
| BALANCE | /RRR.RR | | EXCUSED | /dd.dd | /eee.ee | | | | | | |
| | | | JURY | /ff.ff | /ggg.gg | | | | | | |
| | | | LWOP | /hh.hh | /iii.ii | | | | | | |
| | | | SUSP | /kk.kk | /lll.ll | | | | | | |
| | | | HOLIDAY | /55.55 | /666.66 | | | | | | |

----- LEAVE DONATED -----

| | | | | | | | | | | | |
|---------|---------|---------|---------|--------|---------|-----|-----|-----|-----|-----|-----|
| B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD |
| PYCO | NNN.NN | | | | | | | | | | |
| ACCRUED | /K.KK | /OO | ADMIN | /XX.XX | /YYY.YY | | | | | | |
| USED | /LL.LL | /PPP.PP | AWOL | /ZZ.ZZ | /aaa.aa | | | | | | |
| RIC | /MM.MM | /QQQ.QQ | COURT | /bb.bb | /ccc.cc | | | | | | |
| BALANCE | /RRR.RR | | EXCUSED | /dd.dd | /eee.ee | | | | | | |
| | | | JURY | /ff.ff | /ggg.gg | | | | | | |
| | | | LWOP | /hh.hh | /iii.ii | | | | | | |
| | | | SUSP | /kk.kk | /lll.ll | | | | | | |
| | | | HOLIDAY | /55.55 | /666.66 | | | | | | |

----- EFFECTIVE DATE: *jj/jj/jj
REASON: *K
CANCEL DATE: *11/11/11

----- T-O-A TOTALS -----

| | | | | | | | | | | | |
|---------|---------|---------|---------|--------|---------|-----|-----|-----|-----|-----|-----|
| B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD | B/W | YTD |
| PYCO | NNN.NN | | | | | | | | | | |
| ACCRUED | /K.KK | /OO | ADMIN | /XX.XX | /YYY.YY | | | | | | |
| USED | /LL.LL | /PPP.PP | AWOL | /ZZ.ZZ | /aaa.aa | | | | | | |
| RIC | /MM.MM | /QQQ.QQ | COURT | /bb.bb | /ccc.cc | | | | | | |
| BALANCE | /RRR.RR | | EXCUSED | /dd.dd | /eee.ee | | | | | | |
| | | | JURY | /ff.ff | /ggg.gg | | | | | | |
| | | | LWOP | /hh.hh | /iii.ii | | | | | | |
| | | | SUSP | /kk.kk | /lll.ll | | | | | | |
| | | | HOLIDAY | /55.55 | /666.66 | | | | | | |

SUBJECT TO PRIVACY ACT OF 1974

See Next Page for Data Elements

**MASTER EMPLOYEE RECORD - LEAVE REGISTER
DATA ELEMENTS
REPORT 200, 4/5**

- A. Pay Block: Processing
- B. SSN
- C. Employee Name: (Last, First, MI, Gen)
- D. Grade: Current
- E. Step
- G. Work Schedule Code
- H. Leave Period: Current
- I. Annual Leave: Accrued B/W
- J. Annual Leave: Used B/W
- K. Annual Leave: RIC B/W
- L. Annual Leave: PYCO
- M. Annual Leave: Accrued YTD
- N. Annual Leave: Used YTD
- O. Annual Leave: RIC YTD
- P. Annual Leave: Earned Balance
- Q. Annual Leave: Advanced Bal
- R. Annual Leave: Accrual Rate
- S. Annual Leave: Change Date
- T. 'Allow' Or 'Disallow' (Literal) If Pay-Disallow-Adv-Lv = 'Y'
- U. Annual Leave: Ceiling
- W. Restored Leave: PYCO
- X. Restored Leave: Hours Type (3) =
 - Restored Leave: Hours Type A(I)
 - + Restored Leave: Hours Type B(I)
 - + Restored Leave: Hours Type C(I)
- Y. Restored Leave: Used B/W
- Z. Restored Leave: Used Cum (3)
 - 1. X - Z (3)
 - 2. Restored Leave: Expir Date (3)
 - 3. Pay Period EndingDate (Format: 7 MM/DD; From The Most Current)
 - 4. Comp Time: Hours (7)
 - 5. Comp Time: Hourly Rate (7)
 - 8. Comp Time: Current Balance
 - 9. Comp Time: Relig Hours (7)

MASTER EMPLOYEE RECORD - LEAVE REGISTER
DATA ELEMENTS
REPORT 200, 4/5

- b. Comp Time: Relig Balance
- c. Comp Time: Earned B/W
- d. Comp Time: Used B/W
- f. Comp Time: Hours Cut B/W
- g. Comp Time: Forfeited B/W
- i. Comp Time: Hours Paid B/W
- j. Comp Time: Earned YTD
- k. Comp Time: YTD Used (Prim & Ext)
- m. Comp Time: Hours Cut YTD
- n. Comp Time: Forfeited YTD
- p. Comp Time: Hours Paid YTD
- q. Comp Time: Relig Earned B/W
- r. Comp Time: Relig Used B/W
- v. Comp Time: Relig Earned YTD
- w. Comp Time: Relig Used YTD
- x. Comp Time: Relig Forfeited B/W
- y. Comp Time: Relig Forfeited YTD
- /A. Credit Hours: Earned B/W
- /B. Credit Hours: Used B/W
- /C. Credit Hours: Forf B/W
- /E. Credit Hours: PYCO
- /F. Credit Hours: Earned YTD
- /G. Credit Hours: Used YTD
- /H. Credit Hours: Forf YTD
- /J. Credit Hours: Balance
- /K. Sick Leave: Accrued B/W
- /L. Sick Leave: Used B/W
- /M. Sick Leave: Accrued B/W if Annual Leave: RIC B/W > 0
- /N. Sick Leave: PYCO
- /O. Sick Leave: Accrued YTD
- /P. Sick Leave: Used YTD
- /Q. Sick Leave: RIC YTD
- /R. Sick Leave: Balance
- /S. Sick Leave: Advanced Used

**MASTER EMPLOYEE RECORD - LEAVE REGISTER
DATA ELEMENTS
REPORT 200, 4/5**

/T. Sick Leave: Advanced
/U. Sick Leave: Advanced Used YTD
/V. Sick Leave: Advanced Balance
/W. Sick Leave: Advanced Dte Limit
/X. Administrative Leave: Used B/W
/Y. Administrative Leave: YTD
/Z. AWOL: Used B/W
/a. AWOL: Used YTD
/b. Court Leave: Used BW
/c. Court Leave: Used YTD
/d. Excused Leave: Used B/W
/e. Excused Leave: Used YTD
/f. Jury Leave: Used B/W
/g. Jury Leave: Used YTD
/h. LWOP: Used B/W
/i. LWOP: Used YTD
/j. LWOP: NTE Date
/k. Suspension: Used B/W
/l. Suspension: Used YTD
/m. Suspension: NTE Date
/n. Cop Leave: Hours Used B/W
/o. Cop Leave: Hours Used YTD (3)
/p. Cop Leave: Hrs Limit Bal (3)
/q. Cop Leave: Date Limit (3)
/r. Military Leave: Used B/W Hours
/s. Military Leave: Used YTD Hours
/u. Military Leave: Used Days FYTD
/v. Military Leave: Carryover Days
/w. Military Leave: Days Limit
/x. SCD: Leave
/y. LWP: NTE Date

**MASTER EMPLOYEE RECORD - LEAVE REGISTER
DATA ELEMENTS
REPORT 200, 4/5**

- /1. Graduate Leave: Used B/W
- /2. Graduate Leave: Used YTD
- /3. Graduate Leave: Used EOD To Date
- /4. Graduate Leave: Cum NASA
- /5. Holiday Leave: Used B/W
- /6. Holiday Leave: Used YTD
- /7. Donated AI: Used B/W
- /8. Donated AI: Used YTD
- /9. Donated AI: Received B/W
- &a. Donated AI: Received YTD
- &b. Donated AI: PYCO
- &c. Donated AI: Contributed To Date
- &d. Home Leave: Hours Used B/W
- &e. Home Leave: Used YTD
- &f. Home Leave: Hours Used Cum
- &g. Home Leave: Last Accrual Date
- &h. Annual Leave: SES First Year
- &i. If (Annual Leave: Earned Balance + Annual Leave: Advanced Bal) > Annual: Leave Ceiling
Then
Annual Leave: Earned Balance + Annual Leave: Advanced Bal - Annual Leave: Ceiling
Else
0
- &j. Annual Leave:P/T Carry Over
- &k. Donated AI: Current Given
- &l. Donated AI: Bal Available
- &m. Home Leave: Accrual Rate
- &n. Home Leave: Hours Accrued
- &o. LWOP: 80 Hour Accrual
- &p. LWOP: SCD Hours
- *a. Pay Period Number
- *b. COP Leave: Injury To Date (3)
- *c. P + Q
- *d. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table

**MASTER EMPLOYEE RECORD - LEAVE REGISTER
DATA ELEMENTS
REPORT 200, 4/5**

- *e. Facility Code
- *f. Donated AI: Donated-Returned B/W
- *g. Donated AI: Donated-Returned YTD
- *h. Donated AI: Returned B/W
- *i. Donated AI: Returned YTD
- *j. Donated AI: Effective Date
- *k. Donated AI: Reason Code
- *l. Donated AI: Cancel Date
- *m. Restricted AI: Restricted CUM - Restricted AI: Restricted B/W
- *n. Restricted SI: Restricted CUM - Restricted SI: Restricted B/W
- *o. Restricted AI: Restricted B/W
- *p. Restricted SI: Restricted B/W
- *q. Restricted AI: Restricted TRNSFR
- *r. Restricted SI: Restricted TRNSFR
- *s. Restricted AI: Restricted CUM
- *t. Restricted SI: Restricted CUM SL
- *u. Annual Leave Proj Restricted
- *AA. Employee Time Off Award Hours Current Used Quantity
- *BB. Employee Time Off Award Hours Year to Date Used Quantity
- *CC. Employee Time Off Award Hours Current Forfeited Quantity
- *DD. Employee Time Off Award Hours Year to Date Forfeited Quantity
- *EE. Employee Time Off Award Hours Quantity
- *FF. Compute Balance: (Employee Time Off Awards Hours Quantity (N)) -
(Employee Time Off Award Hours Cumulative Used Quantity (N)) -
(Employee Time Off Award Hours Year To Date Forfeited (N)),
Where N Refers to the Occurrence Number
- *GG. Employee Time Off Award Expiration Date
- 6a. Total of Empl Extnd CT Hrs Qty
- 6b. Total of Empl Extnd CT Crnt Used Qty
- 6c. Total of Empl Extnd CT Crnt Frftd Qty
- 6d. Total of Empl Extnd CT Cumltv Used Qty
- 6e. Total of Empl Extnd CT Cumltv Frftd Qty

REPORT 200

MASTER EMPLOYEE RECORD - THRIFT SAVINGS PLAN
(PAGE 5 OF 5)

PAYROLL

PURPOSE:

To provide a bi-weekly record of the current status and results of all transactions affecting the employees Thrift Savings Plan computation.

CONTENT:

All active employees.

SEQUENCE:

Selective by Center, Employee Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN
Page break by Center, Employee Name or SSN

REPORT NO: 200
SEQUENCE BY:

SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM
INSTALLATION NAME

*bbbbbbbbbbbbbbbbbbbb
MASTER EMPLOYEE RECORD - TSP
AS OF MM/DD/YY PAY PERIOD NO. *a

PAGE:
DATE:
TIME:

PB NAME

SSN

RET S

STAT DATE

VST

TSP.SCD

TSP/ELIG

SCH.SAL

AN.SAL
SEP/CDE

B/W SAL
SEP/DATE

AA BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB

CCCCCCC

D E

FF/FF/FF

G HH/HH/HH

77/77/77

IIIIII.II

JJJJJJ.JJ

L

KKKK.KK
MM/MM/YY

FACILITY: *c

----- INDIVIDUAL-----
TSP TSP ----- RATE OF DISTR -----
DED RATE
\$ % G% F% C%
NNNN OOO.O PPP.PP PPP.PP PPP.PP

----- PRECALCULATED NORMAL/CURRENT/YEAR TO DATE/CUMULATIVE -----
- NORMALS - - CURRENT - -ADJUSTMENTS- --- YTD --- -CUMULATIVE-
TSP: CURRENT YEAR DEDUCTION UUU.UU WWW.WW YYY.YY gggg.gg iiiii.ii
CURRENT YEAR DISTRIBUTION-G XXX.XX ZZZ.ZZ hhhh.hh
CURRENT YEAR DISTRIBUTION-F XXX.XX ZZZ.ZZ hhhh.hh
CURRENT YEAR DISTRIBUTION-C XXX.XX ZZZ.ZZ hhhh.hh

TSP: LOAN VVV.VV
LOAN 1 eee.ee 5555.55 LOAN wwwwww.wv
LOAN 2 fff.ff 6666.66 LOAN xxxxxxxx.xx

TSP: 1% CONTRIBUTION jjj.jj 111.11 ssss.ss
1% CONTRIBUTION DISTRIBUTION-G kkk.kk mmm.mm tttt.tt
1% CONTRIBUTION DISTRIBUTION-F kkk.kk mmm.mm tttt.tt
1% CONTRIBUTION DISTRIBUTION-C kkk.kk mmm.mm tttt.tt

TSP: MATCHING CONTRIBUTION ooo.oo qqq.qq 2222.22
MATCHING DISTRIBUTION-G ppp.pp rrr.rr 3333.33
MATCHING DISTRIBUTION-F ppp.pp rrr.rr 3333.33
MATCHING DISTRIBUTION-C ppp.pp rrr.rr 3333.33

TAXABLE INCOME: 444,444.44 CURRENT YEAR BAL: vvvvv.vv

SUBJECT TO PRIVACY ACT OF 1974

See Next Page for Data Elements

**MASTER EMPLOYEE RECORD - LEAVE REGISTER
DATA ELEMENTS
REPORT 200, 5/5**

- A. Pay Block: Processing
- B. Employee Name(Last, First, MI, Gen)
- C. SSN
- D. Retirement Plan
- E. TSP: Employee Status Code
- F. TSP: Employee Status Date
- G. TSP: Vesting Period
- H. TSP: SCD
- I. Salary: Scheduled
- J. Salary: Annual
- K. Gross Earnings: Normal
- L. TSP: Separation Code
- M. TSP: Separation Date
- N. TSP: Elected Amount of Ded
- O. TSP: Elected Rate of Ded
- P. TSP: Elected Rate of Distr(3)
- U. TSP: CY Ded Normal
- V. TSP: Loan Ded Normal
- p. TSP: Govt Match Amt G,F,C-Fund
- q. TSP: Govt Matching Adj Tot
- r. TSP: Govt Match Adj G,F,C-Fund
- s. TSP: Govt Basic Contr YTD
- t. TSP: Govt Basic Amt Distr YTD (1,2,3)
- v. TSP: Current Year Balance
- w. Account Number
- x. Account Number
- 2. TSP: Govt Matching Contr YTD
- 3. TSP: Govt Match Contr Distr YTD (1,2,3)
- 4. Taxable Earnings: YTD
- 5. TSP: Loan Ded 1 YTD
- 6. TSP: Loan Ded 2 YTD
- 7. TSP: Eligibility Date
- 8. Empl Trnsfr In YTD TSP Ded Amt
- *a. Pay Period Number
- *b If the user designates a Facility Code, the
Facility Name will be derived from the
Facility Table
- *c Facility Code

PAYROLL

SEQUENCE: Selective by Center, Pay Block: Processing, Employee Name (and SSN) or Pay Block: Processing, SSN Totals by every 100 employees within a Pay Block, Pay Block: Processing and Center. Page breaks by Hundreds totals within Pay Block, Pay Block: Processing, Center

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A. Pay Block: Processing</p> <p>B. Organization: Assigned</p> <p>C. SSN</p> <p>D. Shift Worked Week 1, 2</p> <p>E. '1' or '2' (literal, Week 1, 2)</p> <p>F. Regular Hours: Week 1,2</p> <p>G. Overtime: Hours Week 1,2</p> <p>H. Night Differential: Hrs Week 1,2</p> <p>I. Comp Time: Earned Week 1,2</p> <p>J. Credit Hours: Earned Week 1,2</p> <p>K. Comp Time: Relig Earned Week 1,2</p> <p>L. Holiday Hours: Week 1,2</p> <p>M. Sunday Diff: Hours Week 1,2</p> <p>N. Hazardous Hours: Week 1,2</p> <p>O. Annual Leave: Used Week 1,2</p> <p>P. Sick Leave: Used Week 1,2</p> <p>Q. Comp Time: Used Week 1,2</p> <p>R. Credit Hours: Used Week 1,2</p> <p>S. LWOP: Used Week 1,2</p> <p>T. AWOL: Used Week 1,2</p> <p>U. Suspension: Used Week 1,2</p> <p>V. Holiday Leave: Used Week 1,2</p> <p>W. Restored Leave: Used Week 1,2</p> <p>X. Administrative Leave: Used Wk 1,2</p> <p>Y. Jury Leave: Used Week 1,2</p> <p>Z. Graduate Leave: Used Week 1,2</p> | <p>1. Excused Leave: Used Week 1,2</p> <p>2. COP Leave: Used Week 1,2</p> <p>3. Military Leave: Used Week 1,2</p> <p>4. Comp Time: Relig Used Week 1,2</p> <p>5. Court Leave: Used Week 1,2</p> <p>6. Employee Name (Last, First, MI, Gen)</p> <p>7. If Employee Hours < 80.00:</p> <p> 'PT' if Work Schedule = 'P'</p> <p> 'FURLGH' if Duty Status = 'F'</p> <p> 'NEW' if New Employee Indicator = 'Y'</p> <p> 'TERM' if Duty Status = 'Z'</p> <p> 'ERROR' if T & A: Status = 'E'</p> <p> 'IRREGU' if T & A: Status = 'G'</p> <p> and Tour From and To Hours = zero</p> <p>If Employee Hours > 0:</p> <p> 'FF/LE' if Tour of Duty: Uncommon Hours not = 0</p> <p>If Employee Hours > 80.00:</p> <p> 'ERROR' if T&A: Status = 'E'</p> <p>8. Home Leave: Used Week 1,2</p> <p>a. Hundred Employee Counts</p> <p>b. Hundred Total Hours for each Reported Hours category</p> | <p>c. Pay Block Total Hours for each Reported Hours category</p> <p>d. Pay Block Employee Counts with T & A record</p> <p>e. Pay Block Employee Counts without T & A</p> <p>f. Center Total Hours for each Reported Hours category</p> <p>g. Center Employee Counts with T & A record</p> <p>h. Center Employee Counts without T & A record</p> <p>i. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table</p> <p>j. Facility Code</p> <p>l. T & A Rpt Oth Lv Hrs (*) for Time Off Awards</p> <p>SELECTION CRITERIA:</p> <p>Includes all employees with the following criteria:</p> <ul style="list-style-type: none"> - Installation code equals user designated center code - Reactivation Indicator not equal 3 or 2 (active for pay) - Facility Code equals user designated facility code if entered |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**T & A REPORTED HOURS
DATA ELEMENTS
REPORT 100, 1/2**

Employee Hours =

Regular Hours: Week 1
Regular Hours: Week 2

+

Annual Leave: Used Week 1
Annual Leave: Used Week 2

+

Sick Leave: Used Week 1
Sick Leave: Used Week 2

+

Comp Time: Week 1
Comp Time: Week 2

+

LWOP: Used Week 1
LWOP: Used Week 2

+

Suspension: Used Week 1
Suspension: Used Week 2

+

AWOL: Used Week 1
AWOL: Used Week 2

+

Holiday Leave: Used Week 1
Holiday Leave: Used Week 2

+

Restored Leave: Used Week 1
Restored Leave: Used Week 2

+

* Court Leave: Used Week 1
Court Leave: Used Week 2

+

* Graduate Leave: Used Week 1
Graduate Leave: Used Week 2

+

* Excused Leave: Used Week 1
Excused Leave: Used Week 2

**T & A REPORTED HOURS
DATA ELEMENTS
REPORT 100, 1/2**

+

* Administrative Leave: Used Week 1
Administrative Leave: Used Week 2

+

* Jury Leave: Used Week 1
Jury Leave: Used Week 2

+

* COP Leave: Used Week 1
COP Leave: Used Week 2

+

* Comp Time: Relig Used Week 1
Comp Time: Relig Used Week 2

+

* Military Leave: Used Week 1
Military Leave: Used Week 2

+

* Home Leave: Used Week 1
Home Leave: Used Week 2

+

* Credit Hours: Used Week 1
Credit Hours: Used Week 2

* T&A: Rpt Oth Lv Hrs (*)
If T&A: Other Leave Code = "T"

* Up to 4 of these each week.

SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM

PAGE:
DATE:
TIME:

REPORT NO: 100
SEQUENCE BY:

INSTALLATION NAME
HHHHHHHHHHHHHHHHHHHHH
T & A REPORTED HOURS
AS OF MM/DD/YY

MISSING T & A CARDS FOR PAYBLOCK AA

| SSN | FACILITY | ORGAN. | WEEK | SHIFT | T A DIST. | EMPLOYEE NAME |
|--------------|----------|--------|------|-------|-----------|-------------------------------------------------|
| BBB-BB-BBBBB | I | CCCCC | D | E | F | GGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGG |

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing
- B. SSN
- C. Organization: Assigned
- D. '1' or '2' (literal, week 1 or 2)
- E. Shift Worked Week 1, or 2
- F. T & A: Distribution Code
- G. Employee Name (Last, First, MI, Gen)
- H. If the user designates a Facility Code, the Facility Name will be derived from the Facility Table
- I. Facility Code

SELECTION CRITERIA:
Includes all employees with the following criteria:

- Installation Code equal to user designated center code
- T & A: Status = 'M' (Missing)
- Facility Code equals user designated facility code if entered

PAYROLL

SEQUENCE: Selective by Center, Pay Block: Processing, Employee Name or Center, Pay Block:
 Processing, SSN
 Totals by Pay Block: Processing, Center
 Page break by Pay Block: Processing, Center

- SELECTION CRITERIA:**
Include all employees with the following criteria:
- Installation code equals user designated center code
 - Net Pay: Disposition Code not equal 2
 - Net Earnings: B/W not equal 0 or Award: Amount > 0 (if Award: Local Check = 'B')
 - Facility Code equals user designated facility code if entered

| | | |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| REPORT 418 | W2 FORM - WAGE & TAX STATEMENT (REPORT 1 OF 3) | PAYROLL |
| PURPOSE: | To provide employees with a wage and tax statement for filing with Federal, State, and Local taxing authorities. | |
| CONTENT: | Each employee with earnings run yearly.
Report produced for employees separated in the current pay period.
Report produced for all employees with YTD Gross Earnings or PCS travel earnings at Pay Year End. Report produced for single SSN. | |
| SEQUENCE: | By Employee HIT/FICA Earnings (HIT only, FICA only, Both HIT and FICA), SSN, Entities
1) Installation Code, Facility Code, Duty Status, Organization Assigned, Name
2) Active/Inactive, Organization Assigned, Name
3) State Code, Name
4) Zip Code, SSN
5) T & A Distribution Code Name
6) Duty Status, Organization Assigned, SSN
7) Duty Status, Organization Assigned, Employee Number
8) Installation Code, Pay Block, SSN | |

See Next Page for Data Elements

**W2 FORM - WAGE & TAX STATEMENT
DATA ELEMENTS
REPORT 418, 1/3**

An Entity refers to one of the following: Current State, Current City, Current County, Former State 1, Former State 2, Former State 3, Former City 1, Former City 2, Former City 3, Former County 1, Former County 2, Former County 3.

- a. Control Number (A sequential number starting with 1)
- b. Installation: Fed Tax W2 ID
- c. Installation: Name,
Installation: Address
- d. SSN
- e. Employee Name (First, MI, Last, Genealogical Suffix), Address: Mailing
1. Gross Earnings: YTD (minus the total Royalty payments received during the year) +
PCS: Erngs Subj Fed Tax YTD - TSP: CY YTD
2. Federal Tax: YTD + PCS: Federal Tax Withheld YTD
3. FICA: Earnings YTD
4. FICA: YTD
5. HIT: Earnings YTD
6. HIT: YTD
9. EIC: YTD
- 13a. Box 13 has a maximum of 3 "D" codes.
If an employee has more than 3 codes, an additional W2 is produced.

A "D" code is produced if 1 of the following fields > 0:
TSP: CY YTD, State Tax: TSP CY Ded YTD, City Tax: TSP CY Ded YTD,
County Tax: TSP CY Ded YTD, State Tax: Former TSP YTD,
City Tax: Former TSP YTD, County Tax: Former TSP YTD.
- 13b. A literal is produced to identify each "D" code.
The literal is "FED" if TSP: CY YTD > 0
or
the literal is 1 of the following fields, whichever is not blank:
State Tax: Code, Local Tax Entity: Code, State Tax: Former Code YTD,
City Tax: Former Code YTD, County Tax: Former Code YTD.
- 13c. A "P" code is produced if PCS: Earnings Not Subject to Tax YTD > 0.
- 15c. 'X' If Retirement Plan = '1','6','R','T','C','E','K','M','N'
- 15g. 'X' If TSP: CY YTD > 0
16. State = State Tax: Code or Former State Tax: Code

Employer's State I.D. No = *State Employer ID Table Lookup based on State
17. = State Tax: Erngs YTD + PCS: Erngs Subj State Tax YTD
= State Tax: Former Earnings YTD + PCS: Frmr Earn Subj St Tax YTD
18. = State Tax: YTD + PCS: State Tax Withheld YTD
= State Tax: Former W/H YTD + PCS: Frmr W/H Subj St Tax YTD

**W2 FORM - WAGE & TAX STATEMENT
DATA ELEMENTS
REPORT 418, 1/3**

19. = City Name
 *Tax Table Look Up Depending On City Tax: Code
 = Former City Name
 *Tax Table Look Up Depending On City Tax: Former Code
 = County Name
 *Tax Table Look Up Depending On County Tax: Code
 = Former County Name
 *Tax Table Look Up Depending On County Tax: Former Code
20. = Local Tax Entity: YTD Earned(2) + PCS: Erngs Subj City Tax YTD
 = City Tax: Former Earnings YTD + PCS: Frmr Earn Subj City Tax YTD
 = Local Tax Entity: YTD Earned(1) + PCS: Erngs Subj County Tax YTD
 = County Tax: Former Earnings YTD + PCS: Frmr Earn Subj Cnty Tax YTD
21. = Local Tax Entity: YTD WH(2) + PCS: City Tax Withheld YTD
 = City Tax: Former W/H YTD + PCS: Frmr W/H Subj City Tax YTD
 = Local Tax Entity: YTD WH(1) + PCS: County Tax Withheld YTD
 = County Tax: Former W/H YTD + PCS: Frmr W/H Subj Cnty Tax YTD

SELECTION CRITERIA

Note: Option To Run Either Bi-weekly Or End-Of-Year

Includes employees with following criteria:

- Installation Code equal to user designated Center Code
- (1) Inactive Employees:
 - Reactivation Indicator = 0
 - Duty Status = 'Z'
 - Termination Date >= Pay Cntl: Current PP Begin Date
- Gross Earnings: YTD not = 0
- (2) All Employees:
 - Gross Earnings: YTD not = 0

PAYROLL

100

- FICA: Earnings YTD > 0 and FICA:
YTD = 0
or
HIT: YTD > 0 and HIT: Earnings
YTD = 0
or
HIT: Earnings YTD > 0 and HIT:
YTD = 0

REPORT 418**W-2 FORM - WAGE & TAX STATEMENT (REPORT 3 OF 3)**

PAYROLL

PURPOSE: To provide W-2's Statistics.

CONTENT: W-2's Counts and Totals.

SEQUENCE: N/A

| | | |
|-------------------------------------|-----------------------------------|----------------|
| REPORT NO: 418 | NASA PERSONNEL AND PAYROLL SYSTEM | PAGE: |
| SEQUENCE BY: | INSTALLATION NAME | DATE: |
| | W-2'S EDIT REPORT AND STATISTICS | TIME: |
| | AS OF MM/DD/YY | |
| ----- | | |
| EMPLOYEES WITH HIT (MQFE) ONLY | = | A,AAA,AAA |
| EMPLOYEES WITH HIT (MQFE) AND FICA | = | F,FFF,FFF |
| EMPLOYEES ON FILE | = | D,DDD,DDD |
| ----- | | |
| EMPLOYEES WITH NO GROSS | = | E,EEE,EEE |
| TOTAL EMPLOYEE W-2 FORMS | = | C,CCC,CCC |
| ----- | | |
| TTL EMPLOYEE COMPENSATION (NOT DEF) | = | GGG,GGG,GGG.GG |
| TOTAL DEFERRED COMPENSATION | = | HHH,HHH,HHH.HH |
| FEDERAL TAX WITHHELD | = | III,III,III.II |
| ----- | | |
| TOTAL HOSP. INS. TAX WAGES | = | JJJ,JJJ,JJJ.JJ |
| TOTAL HOSP. INS. TAX DEDUCTED | = | KKK,KKK,KKK.KK |
| ----- | | |
| TOTAL FICA WAGES | = | LLL,LLL,LLL.LL |
| TOTAL FICA DEDUCTED | = | MMM,MMM,MMM.MM |
| ----- | | |
| TOTAL STATE TAX EARNINGS | = | NNN,NNN,NNN.NN |
| TOTAL STATE TAX DEDUCTION | = | OOO,OOO,OOO.OO |
| TOTAL COUNTY TAX EARNINGS | = | PPP,PPP,PPP.PP |
| TOTAL COUNTY TAX DEDUCTION | = | QQQ,QQQ,QQQ.QQ |
| TOTAL CITY TAX EARNINGS | = | RRR,RRR,RRR.RR |
| TOTAL CITY TAX DEDUCTION | = | SSS,SSS,SSS.SS |
| ----- | | |
| TOTAL EARNED INCOME CREDIT | = | TTT,TTT,TTT.TT |
| ----- | | |
| TOTAL EMPLOYEE COMPENSATION | | |
| INCLUDES NON-PAY SUBJ WH | = | UUU,UUU,UUU.UU |
| AND NON-PAY NOT SUBJ TO WH | = | VVV,VVV,VVV.VV |

See Next Page For Data Elements

**W-2 FORM - WAGE & TAX STATEMENT
DATA ELEMENTS
REPORT 418, 3/3**

- A. W-2 Form Counts if FICA: Earnings YTD = 0 and HIT: Earnings YTD > 0
- C. Total W-2 Form Counts
- D. Total Employee Counts
- E. Employee Counts if Gross Earnings: YTD = 0
- F. Employee Counts if FICA: Earnings YTD > 0 And HIT: Earnings YTD > 0
- G. Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD
+ PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD)
- H. Total Of TSP: Cy YTD
- I. Total Of (Federal Tax: YTD + PCS: Federal Tax Withheld YTD)
- J. Total Of HIT: Earnings YTD
- K. Total Of HIT: YTD
- L. Total Of (FICA: Earnings YTD + PAY-FICA-YTD-EARN-PRIOR)
- M. Total Of (FICA: YTD + PAY-FICA-YTD-DED-PRIOR)
- N. Total Of (Gross Earnings: YTD + PCS: Erngs Subj Fed Tax YTD
+ PCS: Erngs Not Subj Tax YTD - TSP: Cy YTD)
- O. Total Of (State Tax: YTD + PCS: State Tax Withheld YTD
+ State Tax: Former W/H YTD (1-3)
+ PCS: Frmr W/H Subj St Tax YTD (1-3))
- P. Total Of (County Tax: Erngs YTD + County Tax: Former Earnings YTD (1-3)
+ PCS: Frmr Ern Subj Cnty Tax YTD (1-3))
- Q. Total Of (County Tax: YTD + County Tax: Former W/H YTD (1-3)
+ PCS: Frmr W/H Subj Cnty Tax YTD (1-3))
- R. Total Of (City Tax: Erngs YTD + City Tax: Former Earnings YTD (1-3)
+ PCS: Frmr Ern Subj City Tax YTD (1-3))
- S. Total Of (City Tax: YTD+ City Tax: Former W/H YTD (1-3)
+ PCS: Frmr W/H Subj City Tax YTD (1-3))
- T. Total Of EIC: YTD
- U. Total Of PCS: Erngs Subj Fed Tax YTD
- V. Total Of PCS: Erngs Not Subj Tax YTD

REPORT 305 FULL TIME EQUIVALENT (FTE) PAY STATUS/ZERO HOURS PAYROLL REPORT

PURPOSE: To be used by the Human Resources Office to identify individuals needing to be put on official LWOP by issuing an SF 50.

CONTENT: All active employees who reported zero base hours this pay period.

SEQUENCE: By Center, FTE Line Item, Organization: Assigned, and SSN.
Page break by Center.

| | | |
|----------------|---------------------------------------------------------|-------|
| REPORT NO: 305 | SUBJECT TO PRIVACY ACT OF 1974 | PAGE: |
| SEQUENCE BY: | NASA PERSONNEL AND PAYROLL SYSTEM | DATE: |
| | INSTALLATION NAME | TIME: |
| | FULL TIME EQUIVALENT (FTE) PAY STATUS/ZERO HOURS REPORT | |
| | AS OF MM/DD/YY | |

| SSN | NAME | ORG.A | FTE | WK.SCH. | BASE HRS.
O.T. HRS. | NCC
OCC | PLAN
GRADE | STEP
POSTTYPE | NE
DTY STA |
|-------|--------------------------------------|-------|-----|---------|------------------------|------------|---------------|------------------|---------------|
| AAAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | CCCC | DD | E | FFF.FF
LLLL.LL | H
NNNNN | II
OO | JJ
P | K
Q |

SUBJECT TO PRIVACY ACT OF 1974

A. SSN
B. Employee Name (Last, First, MI, Gen)
C. Organization: Assigned
D. FTE Line Item
E. Work Schedule Code
H. NASA Classification Code (first digit only)
I. Pay Plan
J. Step
K. New Employee Indicator
L. Overtime: Hours B/W
+ Overtime: Hours Adjustment
N. Occupational Code
O. Grade: Current
P. Position: Type
Q. Duty Status

F. Base Hours: B/W =
Regular Hours: B/W
+ Annual Leave: used B/W
+ Sick Leave: used B/W
+ Comp Time: used B/W
+ Holiday Leave: used B/W
+ Restored Leave: used B/W
+ Military Leave: Hours used B/W
+ Comp Time: Relig used B/W
+ Administrative Leave: used B/W
+ Excused Leave: used B/W
+ Cop Leave: Hours used B/W
+ Graduate Leave: used B/W
+ Jury Leave: used B/W
+ Court Leave: used B/W
+ Credit Hours: used B/W
+ Home Leave: Hours used B/W

SELECTION CRITERIA:
Include all employees with the following criteria:
- Installation code equal to user designated center code
- Duty Status not equal 'Z' or 'L'
- Work Schedule Code not equal 'T'
- Regular Hours: B/W <= 0
- Annual Leave: used B/W <= 0
- Sick Leave: used B/W <= 0
- Comp Time: used B/W <= 0
- Holiday Leave: used B/W <= 0
- Restored Leave: used B/W <= 0
- Military Leave: used B/W Hours <= 0
- Comp Time: Relig used B/W <= 0
- Administrative Leave: used B/W <= 0
- Excused Leave: used B/W <= 0
- Cop Leave: Hours used B/W <= 0
- Graduate Leave: used B/W <= 0
- Jury Leave: used B/W <= 0
- Court Leave: used B/W <= 0
- Credit Hours: used B/W <= 0
- Home Leave: Hours used B/W <= 0

REPORT 306 FULL TIME EQUIVALENT (FTE) ACCESSIONS REPORT PAYROLL**PURPOSE:** To provide information to aid the Human Resources Office in monitoring the FTE budget.**CONTENT:** New and RTD employees.**SEQUENCE:** By Center, FTE Line Item, SSN
Page break by Center

| | | | | | | | | | |
|----------------|----------------------------------------------|--|--|--|--|--|--|--|-------|
| REPORT NO: 306 | SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | PAGE: |
| SEQUENCE BY: | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | | | DATE: |
| | INSTALLATION NAME | | | | | | | | TIME: |
| | FULL TIME EQUIVALENT (FTE) ACCESSIONS REPORT | | | | | | | | |
| | AS OF MM/DD/YY | | | | | | | | |

| SSN | NAME | ORG.A | FTE | WK.SCH. | BASE HRS.
O.T. HRS. | NOAC
EFFDTE | NCC
OCC | PLAN
GRADE | STEP
POSTYPE | NE |
|-------|------------------------------------------|-------|-----|---------|------------------------|-------------------|------------|---------------|-----------------|----|
| AAAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | CCCCC | DD | E | FFFFFF.FF
LLLL.LL | GGGGG
MM/MM/MM | H
NNNNN | II
OO | JJ
P | R |

SUBJECT TO PRIVACY ACT OF 1974

A. SSN
B. Employee Name (Last, First, MI, Gen)
C. Organization: Assigned
D. FTE Line Item
E. Work Schedule Code
G. Nature of Action: Code
H. NASA Classification Code
(first digit only)
I. Pay Plan
J. Step
K. New Employee Indicator
L. Overtime: Hours B/W
+ Overtime: Hours Adjustment
M. Effective Date
N. Occupational Code
O. Grade: Current
P. Position: Type
Q. If Nature of Action: Code = blank:
'ERROR NO PER HISTORY FOR
ABOVE EMPLOYEE' (literal, error
message)

F. Base Hours: B/W =
Regular Hours: B/W
+ Annual Leave: used B/W
+ Sick Leave: used B/W
+ Comp Time: used B/W
+ Holiday Leave: used B/W
+ Restored Leave: used B/W
+ Military Leave: Hours used B/W
+ Comp Time: Relig used B/W
+ Administrative Leave: used B/W
+ Excused Leave: used B/W
+ Cop Leave: Hours used B/W
+ Graduate Leave: used B/W
+ Jury Leave: used B/W
+ Court Leave: used B/W
+ Credit Hours: used B/W
+ Home Leave: Hours used B/W

SELECTION CRITERIA:
Include all employees with the following
criteria:

For RTD employees: (from PER-HISTORY
file)
- Installation Code equal to user designated
center code
- Pay Period Beginning Date <= Effective
Date <= Pay Period Ending Date
- Nature of Action: Code = '292'

For NEW employees: (from PAY-MASTER
file)
- Installation Code equal to user designated
center code
- New Employee Indicator = 'Y'

REPORT 307 FULL TIME EQUIVALENT (FTE) SEPARATIONS REPORT PAYROLL

PURPOSE: To be used by the Human Resources Office to track and control the center's civil service staffing.

CONTENT: Employees who have separated this pay period.

SEQUENCE: By Center, FTE Line Item, SSN

| | | | | | | | | | |
|--------------------------------|--------------------------------------|-----------------------------------------------|-----|---------|-------------------|-------|------------|----------|---------|
| REPORT NO: 307 | | SUBJECT TO PRIVACY ACT OF 1974 | | | | | | PAGE: | |
| SEQUENCE BY: | | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | DATE: | |
| | | INSTALLATION NAME | | | | | | TIME: | |
| | | FULL TIME EQUIVALENT (FTE) SEPARATIONS REPORT | | | | | | | |
| | | AS OF MM/DD/YY | | | | | | | |
| SSN | NAME | ORG.A | FTE | WK.SCH. | BASE HRS. | NOAC | NCC | PLAN | STEP |
| --- | ---- | ---- | --- | ----- | O.T. HRS. | ----- | OCC | GRADE | POSTYPE |
| AAAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | CCCCC | DD | E | FFF.FF
LLLL.LL | GGGGG | H
NNNNN | II
OO | JJ
P |
| SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | |

A. SSN
B. Employee Name (LastFirst, MI, Gen)
C. Organization: Assigned
D. FTE Line Item
E. Work Schedule Code
G. Termination Code
H. NASA Classification Code
(first digit only)
I. Pay Plan
J. Step
L. Overtime: Hours B/W
+ Overtime: Hours Adjustment
N. Occupational Code
O. Grade: Current
P. Position: Type

F. Base Hours: B/W =
Regular Hours:
+ Annual Leave: used B/W
+ Sick Leave: used B/W
+ Comp Time: used B/W
+ Holiday Leave: used B/W
+ Restored Leave: used B/W
+ Military Leave: Hours used B/W
+ Comp Time: Relig used B/W
+ Administrative Leave: used B/W
+ Excused Leave: used B/W
+ Cop Leave: Hours used B/W
+ Graduate Leave: used B/W
+ Jury Leave: used B/W
+ Court Leave: used B/W
+ Credit Hours: used B/W
+ Home Leave: Hours used B/W

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation Code equal to user designated center code
- Duty Status = 'Z'
- Reactivation Indicator = 0 (active for pay)

REPORT 500 NON-EFT TAPE LISTING (PAGE 1 OF 2)

PAYROLL

PURPOSE: To produce a listing from the non-EFT tape data.

CONTENT: Employee non-EFT net pay details and miscellaneous payments and installation level payments.

SEQUENCE: By Center.

| | | | | | |
|--------------------------------------------|----------------------------------------------------------------------------------|-------------------------|----------------------------------|-----|-----|
| REPORT NO: NAB6111/R2299-01 | SUBJECT TO PRIVACY ACT OF 1974
TRANSMISSION TAPE LISTING
INSTALLATION NAME | | 07/31/90
PAGE: 1 | | |
| EMPLOYEE NON-EFT NET PAY
AS OF 06/26/90 | | JULIAN DATE d | | | |
| EMPLOYEE NAME/
PERSONAL PAYMENTS | AMOUNT | ADDRESS LINE 1
PAYEE | ADDRESS LINE 2
ADDRESS LINE 3 | ZIP | SSN |
| ----- | ----- | ----- | ----- | --- | --- |
| B | C | E | E
E | E | I |
| B | C | * PAY OFFICE CHECK * | | | I |
| B | A | * AWARD * | | | I |
| INSTALLATION-LEVEL PAYMENTS | | | | | |
| ----- | | | | | |
| NEBA CONTRIBUTION | O | Q
P | Q
Q | Q | |
| UNION CONTRIBUTION | R | T
S | T
T | T | U |
| CFC CONTRIBUTION | V | X
W | X
X | X | Y |
| DISCRETIONARY ALLOTMENTS | | | | | |
| ----- | | | | | |
| B | F | G
D | G | G | I |
| B | H | K
J | K | K | I |
| B | L | N
M | N | N | I |
| SEGMENT RECORD | a | Z ENTRIES | | | |
| JOB RECORD | a | Z ENTRIES | | | |
| SUBJECT TO PRIVACY ACT OF 1974 | | | | | |

Report Continues on Next Page

REPORT 500 NON-EFT TAPE LISTING (PAGE 2 OF 2)

PAYROLL

PURPOSE: To produce a listing from the non-EFT tape data.

CONTENT: Employee non-EFT net pay details and miscellaneous payments and installation level payments.

SEQUENCE: By Center

| | | |
|----------------------------------------------------------|-----------------------------------------------------------------------|---------------|
| REPORT NO: NAB6111/R2299-02 | TRANSMISSION TAPE STATISTICS
***** PAYROLL VERIFICATION INFO ***** | PAGE: 1 |
| EMPLOYEE NON-EFT NET PAY
AS OF 06/26/90
----- | | JULIAN DATE d |
| REGULAR | | |
| NUMBER OF CHECKS | b | |
| DOLLAR VALUE | c | |
| AWARDS | | |
| NUMBER OF CHECKS | b | |
| DOLLAR VALUE | c | |
| TOTAL | | |
| NUMBER OF CHECKS | b | |
| DOLLAR VALUE | c | |
| PERSONAL PAYMENTS OF EMPLOYEE
AS OF 06/26/90
----- | | JULIAN DATE d |
| CHILD SUPPORT | | |
| NUMBER OF CHECKS | b | |
| DOLLAR VALUE | c | |
| BANKRUPTCY | | |
| NUMBER OF CHECKS | b | |
| DOLLAR VALUE | c | |
| U. S. DEBT | | |
| NUMBER OF CHECKS | b | |
| DOLLAR VALUE | c | |
| COMMERCIAL GARNISHMENTS | | |
| NUMBER OF CHECKS | b | |
| DOLLAR VALUE | c | |
| TOTAL | | |
| NUMBER OF CHECKS | b | |
| DOLLAR VALUE | c | |
| INSTALLATION LEVEL PAYMENTS
AS OF 06/26/90
----- | | JULIAN DATE d |
| FED. TAX PAYMENTS | | |
| NUMBER OF CHECKS | b | |
| DOLLAR VALUE | c | |
| UNION DUES | | |
| NUMBER OF CHECKS | b | |
| DOLLAR VALUE | c | |
| NEBA | | |
| NUMBER OF CHECKS | b | |
| DOLLAR VALUE | c | |
| CFC CONTRIBUTIONS | | |
| NUMBER OF CHECKS | b | |
| DOLLAR VALUE | c | |
| TOTAL | | |
| NUMBER OF CHECKS | b | |
| DOLLAR VALUE | c | |
| GRAND TOTAL | | |
| NUMBER OF CHECKS | z | |
| DOLLAR VALUE | a | |

See Next Page For Date Elements

**NON-EFT TAPE LISTING
DATA ELEMENTS
REPORT 500**

If Net Pay: Disposition Code = 0 and Net Earnings: B/W not = 0 or Award: Net Earnings > 0 (if Award: Local Check = 'B') and Office Check = Blank

B. Employee Name (First, Last, MI, Gen)
C. Net Earnings: B/W + Award: Net Earnings
E. Address: Check Mailing
I. SSN

If Net Pay: Disposition Code = 0 and Net Earnings: B/W not = 0 or Award: Net Earnings > 0 (if Award: Local Check = 'B') and Office Check not = Blank

B. Employee Name (Last, First, MI, Gen)
C. Net Earnings: B/W + Award: Net Earnings
I. SSN

If Award: Amount not = 0 and Award: Local Check = 'Y'

A. Award: Net Earnings
B. Employee Name (Last, First, MI, Gen)
I. SSN

For all Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date

A. Award Net Amount
B. Award Recipient Name (Last, First, MI, Gen)
I. Award Recipient SSN

If Child Support: B/W not = 0

B. Employee Name (Last, First, MI, Gen)
D. Child Support: Payee Name
F. Child Support: B/W
G. Child Support: Acy Addr
I. SSN

If Bankruptcy: B/W not = 0

B. Employee Name (Last, First, MI, Gen)
H. Bankruptcy: B/W
J. Bankruptcy: Agency Name
K. Bankruptcy: Agency Addr
I. SSN

If Indebtedness Due U.S.: B/W not = 0

B. Employee Name (Last, First, MI, Gen)
L. Indebtedness Due U.S.: B/W
M. Indebtedness Due U.S.: Acy Name
N. Indebtedness Due U.S.: Acy Addr
I. SSN

**NON-EFT TAPE LISTING
DATA ELEMENTS
REPORT 500**

If Empl Grnsh Crnt Ded Amt not = 0

- B. Employee Name (Last, First, MI, Gen)
- L. Empl Grnsh Crnt Ded Amt
- M. Empl Grnsh Crdtr Name
- N. Empl Grnsh Crdtr Addr
- I. SSN

If total of NEBA: Total B/W not = 0 in that NEBA Chapter

- O. Total of (NEBA: Total B/W)
- P. Installation: NEBA Name
- Q. Installation: NEBA Check Addr

If Union Code not = 0 and Total of Union Dues: B/W not = 0 in that Union

- R. Total of Union Dues: B/W in that Union
- S. Union: Name
- T. Union: Addr
- U. Union: Local Num

If CFC: Agency Code not = Blank and Total of CFC: B/W not = 0 in that CFC

- V. Total of CFC: B/W in that CFC
- W. CFC: Name
- X. CFC: Addr
- Y. CFC: Chapter

Z. Counts of Checks

- a. Total of (C + A + F + H + L + O + R + V)
- b. Counts of checks in each category
- c. Total of Amts in each category
- d. Pay Cntl: Current PP Ending Date (Julian Format)

SELECTION CRITERIA

- Installation Code equals user designated center code

REPORT 5101B EDIT UPDATE - T & A PROCESSING FOR PAY BLOCK**PAYROLL****PURPOSE:** To provide a T & A Processing Reprt showing Errors/Messages.**CONTENT:** Selective Records from IMFH File.**SEQUENCE:** Center , Pay Block: Processing, SSN
Page breaks by Pay Block and Center
Totals by Pay Block and/or HundredsREPORT NO: NAB5101B
SEQUENCED BY:SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAMEPAGE:
DATE:
TIME:11111111111111111111
EDIT UPDATE
T & A PROCESSING FOR PAY BLOCK C
AS OF 89/09/23

```

AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA m   iiiiii  jjjjjj  kkkkkk
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA m   iiiiii  jjjjjj  kkkkkk
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA m   iiiiii  jjjjjj  kkkkkk
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB

```

PAY BLOCK C TAR D - EMPLOYEE E THRU F

| | | | | | | | | | | | | | |
|-------|---|------|---|------|---|--------|---|---------|---|--------|---|---------|---|
| REG | G | OT | H | NITE | I | CT RN | J | CRLV RN | K | REL RN | L | HOL WKD | M |
| AL | N | ST | O | CRLV | P | ADM LV | Q | HAZARD | R | SUNDAY | S | CT TK | T |
| CRLTK | U | RLTK | V | HLLV | W | EXC LV | X | COP LV | Y | RSR LV | Z | LWOP | b |
| AWOL | c | SUSP | d | HMLV | e | JRY LV | f | GRAD LV | g | MIL LV | h | TOA LV | n |

*** END OF REPORT 4 ***

SUBJECT TO PRIVACY ACT OF 1974

- A. IMFH Transactions (Up to 9 lines)
B. IMFH Messages (Up to 20 lines)
C. Pay Block: Processing
D. Hundredth Number
E. SSN of first employee of the Hundred
F. SSN of last Employee of the Hundred

NOTE: Following Totals are for every
hundred employees and/or Pay Block

- G. Total of Regular HoursB/W
H. Total of Overtime: Hours B/W
I. Total of Night Differential: Hours B/W
J. Total of Comp Time: Earned B/W
K. Total of Credit Hours: Earned B/W
L. Total of CompTime: Relig Earned B/W
M. Total of Holiday Hours: B/W
N. Total of Annual Leave: Used B/W
O. Total of Sick Leave: Used B/W

- P. Total of Court Leave: Used B/W
Q. Total of Administrative Leave: Used B/W
R. Total of Hazardous Hours: B/W
S. Total of Sunday Diff: Hours B/W
T. Total of TAR-CT-TKN
U. Total of Credit Hours: Used B/W
V. Total of Comp Time: Relig Used B/W
W. Total of Holiday Leave: Used B/W
Y. Total of Excused Leave: Used B/W
Z. Total of Restored Leave: Used B/W
b. Total of LWOP: Used B/W
c. Total of AWOL: Used B/W
d. Total of Suspension: Used B/W
e. Total of Home Leave: Hours B/W
f. Total of Jury Leave: Used B/W
g. Total of Graduate Leave: Used B/W
h. Total of Military Leave: Used B/W Hours
i. Template Name
j. Date

- k. Time
l. If the user designates a Facility Code, the
Facility Name will be derived from the
Facility Table
m. Facility Code
n. Hours Reported Hundred Total Time Off
Quantity

SELECTION CRITERIA:
Includes all employees with edit/error messages
for the following
criteria
- Installation code equals user designated
center code
- Template ID does not equal 'TAEDIT' OR
'TABATCH'
- Facility Code equals user designated facility
code if entered

REPORT 505**GAINS AND LOSSES TO NORMALS FROM PAY BLOCK
MIGRATION**

PAYROLL

PURPOSE: To report the changes in the 80-hour normals for each Pay Block from the previous pay period to the new pay period that resulted from Pay Block reassignment.

CONTENT: This stand-alone batch module (run before Pay Block Change - NAB6170) writes report R6071 which lists by Pay Block:

1. Gains - The new normals of each employee moving into the pay block.
2. Losses - The new normals of each employee moving out of the pay block.
3. Prior New Normals Totals - The sum of the new normals before gains & losses.
4. Net Change - Gains-Losses
5. New Normals Totals - The sum of the new normals after gains and losses.

SEQUENCE: By Center

| SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAME | | | | | | | | | |
|------------------------------------------------------------------------------------------|------------------------------------|----------------------|--------------------------|---------------------------|---------------------------|-------------------------|---------------------|-------------------------|--|
| GAINS AND LOSSES TO NORMALS FROM PAYBLOCK MIGRATION
PAYBLOCK a | | | | | | | | | |
| GROSS
NET
ADV | CSRS
PA/ADJ
ALLOT
GARNISH | HIT
FICA
BANKR | FED TX
STATE TX
MD | CITY TX
CTY TX
COLA | LIFE
BOND
INDEBT US | FEHB
FERS
CH SUPP | TSP
LOAN
NEBA | UNION
CFC
CIV/CRD | |
| f | g | | | A | | | | | |
| B | C | D | E | F | G | H | I | J | |
| K | d | M | N | O | P | Q | R | S | |
| c | T | U | V | W | X | Y | Z | b | |
| | e | | | | | | | | |

SUBJECT TO PRIVACY ACT OF 1974

- A. Subtotal: (refer to Content above)
- Gains
- Losses
- Prior New Normals
- Net Change
- New Normals
- B. Gross Earnings: Normal
- C. CSRS: Normal
- D. HIT: Normal
- E. Federal Tax: Normal
- F. City Tax: Normal
- G. FEGLI: Normal
- H. FEHB: Normal
- I. TSP: CY Ded Normal
- J. Union Dues: Normal

- K. Net Earnings: Normal
- M. FICA: Normal
- N. State Tax: Normal
- O. County Tax: Normal
- P. Bond: Normal
- Q. FERS: Normal
- R. TSP: Loan Ded Normal
- S. CFC: Normal
- T. Voluntary Allot: Normal
- U. SB Bankruptcy: Normal
- V. CSRS: MIL Dep Normal + FERS: MIL Dep Normal
- W. Cola: Normal
- X. Indebtedness Due U.S.: Normal
- Y. Child Support: Normal

- Z. NEBA: Normal
- a. Pay Block: Processing
- b. Civil Service Credit: Normal
- c. Empl Norm Adv Pay Ded Amt
- d. Foreign Diff: Normal + Retention Allowance: Normal + Supervisory Diff: Normal + Empl Norm Admn Uctrd OT Amt + Empl Norm Staff Diff Amt + Empl Norm Local Pay Amt + Availability Pay: Norm New
- e. Empl Norm Grnsh Ded Amt
- f. SSN
- g. Name (Last, First, MI)

REPORT 506**TRANSMISSION TAPE LISTING (PAGE 1 OF 2)****PAYROLL**

PURPOSE: To produce a listing from the EFT tape data.

CONTENT: Employee EFT payments for net pay and allotments.

SEQUENCE: By Center, Routing Number, SSN

| | | | | | | | |
|--------------------------------|--------|------------------------------------------------------------------------------------------|-------------------------|------------|------------------|-------------------------|--|
| REPORT NO: 6090 | | SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAME | | | | PAGE:
DATE:
TIME: | |
| | | ELECTRONIC FUND TRANSFERS
AS OF: 06/26/89 | | | | | |
| | | | | | | JULIAN DATE: | |
| SOC SEC NO | AMOUNT | EMPLOYEE NAME | ROUTING # | ACCOUNT NO | PAYMENT TYPE | | |
| AAAAAAAA | B | CCCCCCCCCCCCCCCC | D | E | F | | |
| | | | **** INST ALLOT DOLLARS | G | EMPL ALLOT COUNT | H | |
| | | | **** INST NET DOLLARS | I | EMPL NET COUNT | J | |
| AAAAAAAA | B | CCCCCCCCCCCCCCCC | D | E | F | | |
| AAAAAAAA | B | CCCCCCCCCCCCCCCC | D | E | | | |
| AAAAAAAA | B | CCCCCCCCCCCCCCCC | D | E | F | | |
| AAAAAAAA | B | CCCCCCCCCCCCCCCC | D | E | | | |
| | | | **** INST ALLOT DOLLARS | G | EMPL ALLOT COUNT | H | |
| | | | **** INST NET DOLLARS | I | EMPL NET COUNT | J | |
| SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | |

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A. SSN</p> <p>B. If Net Pay: Disposition Code = 2 and Net Earnings: B/W > 0 or Award: Net Earnings > 0 (if Award: Local Check = 'B'):</p> <p>Net Earnings: B/W + Award: Net Earnings</p> <p>If Voluntary Allot: B/W > 0 and Voluntary Allot: Acct Type = '':
Voluntary Allot: Req't Amt (1:2)</p> <p>If TSP: Loan Ded(1:2) B/W > 0:
TSP: Loan Ded (1:2) B/W</p> <p>C. If Net Pay: Disposition Code = 2 and Net Earnings: B/W > 0 or Award: Net Earnings > 0 (if Award: Local Check = 'B'):</p> <p>Name: First + MI + Last + Suffix</p> <p>If Voluntary Allot: B/W > 0 and</p> | <p>Voluntary Allot: Acct Type = '':
Voluntary Allot: Req't Amt (1:2)</p> <p>If TSP: Loan Ded(1:2) B/W > 0:
"NATIONAL FINANCE CENTER"</p> <p>D. If Net Pay: Disposition Code = 2 and Net Earnings: B/W not = 0 or Award: Net Earnings > 0 (if Award: Local Check = 'B'):</p> <p>Financial Inst Routing Nbr</p> <p>If Voluntary Allot: B/W > 0 and Voluntary Allot: Acct Type = '':
Financial Inst Routing Nbr (Vol Allot 1:2)</p> <p>If TSP: Loan Ded(1:2) B/W > 0:
Financial Inst Routing Nbr(TSP 1:2)</p> <p>E. If Net Pay: Disposition Code = 2:
Account Number + Account Type or SSN</p> | <p>If Voluntary Allot: B/W > 0 and Voluntary Allot: Acct Type = '':
Account Number (Vol Allot 1:2)</p> <p>If TSP: Loan Ded(1:2) B/W > 0:
Account Number (MER-TSP)</p> <p>F. If Net Pay: Disposition Code = 2 and Net Earnings: B/W not = 0 or Award: Net Earnings > 0 (if Award: Local Check = 'B'):</p> <p>"S"</p> <p>If Voluntary Allot: B/W > 0 and Voluntary Allot: Acct Type = '':
"A"</p> <p>If TSP: Loan Ded(1:2) B/W > 0:
"A"</p> <p>G. Total of B where F = "A"</p> <p>H. Count of Entries where F = "A"</p> <p>I. Total of B where F = "S"</p> <p>J. Count of Entries where F = "S"</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

REPORT 506 TRANSMISSION TAPE LISTING (PAGE 2 OF 2)

PAYROLL

PURPOSE: To produce a listing from the EFT tape data.
CONTENT: Employee EFT payments for net pay and allotments.
SEQUENCE: By Center, Routing Number, SSN

| | | | | | |
|---------------------------------------|--------------------------------------------------------|---------------|-----------|------------|--------------|
| REPORT NO: 6090 | NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAME | | | | PAGE: |
| | ELECTRONIC FUND TRANSFERS | | | | DATE: |
| | AS OF: 06/26/89 | | | | TIME: |
| DATE: | | | | | JULIAN |
| SOC SEC NO | AMOUNT | EMPLOYEE NAME | ROUTING # | ACCOUNT NO | PAYMENT TYPE |
| TRANSMISSION TAPE STATISTICS | | | | | |
| ***** PAYROLL VERIFICATION INFO ***** | | | | | |
| NUMBER OF CHECKS | | | | K | |
| NUMBER OF PAYMENTS | | | | L | |
| DOLLAR VALUE | | | | M | |
| ***** | | | | | |
| ***** PAYROLL READ BACK INFO ***** | | | | | |
| NUMBER OF PAYMENTS | | | | N | |
| DOLLAR VALUE | | | | O | |
| TOTAL RECORDS ON TRAILER | | | | P | |
| TOTAL RECORDS ON TAPE | | | | Q | |
| ***** | | | | | |
| ALL READ BACK VALUES BALANCE | | | | | |

Note: A - J are on previous page

K. Count of Unique D

L. Total (I + J)

M. Total B

N. Total Records on Tape

O. Total B

P. Trailer Record Count of Data
RecordsQ. Total Records Including Header
Trailer

REPORT 506

TRANSMISSION TAPE LISTING

PAYROLL

PURPOSE: To produce a listing from the savings bond tape.
CONTENT: Details of employee bond purchases in the current pay period.
SEQUENCE: By Center, Bond Denomination

| | | | | | | |
|------------------------------------------------------|------------------------------------------------------------------------------------------|------------|-------|-----|----------------------|-------|
| REPORT NO: NAB6121/R2299-07 | SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAME | | | | 07/31/89
PAGE: 1 | |
| BONDS ISSUE TAPE
AS OF 06/26/89 JULIAN DATE 89177 | | | | | | |
| EMPL SSN | BOND DATE | OWNER NAME | SSN | PMT | CO-OWNER/BENEFICIARY | SSN |
| ----- | ----- | ----- | ----- | --- | ----- | ----- |
| A | B | D | E | F | G | H |
| | | | | | | I |
| | TOTAL DENOMS | | 1 | | | |
| | TOTAL BONDS | | 1 | | | |
| SUBJECT TO PRIVACY ACT OF 1974 | | | | | | |

- A. SSN
- B. Bond: Interest Accrual Date
- D. Bond: Status
- E. Bond: Owner Name
- F. Bond: Owner SSN
- G. Bond: Co-Owner/Beneficiary Cde
- H. Bond: Co-Owner/Beneficiary Nme
- I. Bond: Co-Owner/Beneficiary SSN

REPORT 506 EFT TAPE LISTING

PAYROLL

PURPOSE: To produce a summary from the savings bond tape data.

CONTENT: Summary of bond purchases this pay period.

SEQUENCE: By Center, Bond Denomination

REPORT NO: NAB6121/R2299-07

NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAME

07/31/89

BONDS ISSUE TAPE
AS OF 06/26/89 JULIAN DATE 89177

PAGE: 2

***** PAYROLL VERIFICATION INFO *****

| BOND VALUE | COUNT |
|------------|-------|
| ----- | ----- |
| J | K |
| J | K |
| J | K |
| J | K |
| J | K |

TOTAL BOND COUNT 1

*** END OF REPORT ***

J. Bond: Denominations
K. Count of Records by Bond: Status

| | | |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| REPORT 507 | FEDERAL RETIREMENT THRIFT SAVINGS PLAN -
CERTIFICATION OF TRANSFER OF FUNDS AND
JOURNAL VOUCHER | PAYROLL |
| PURPOSE: | To produce TSP transfer of funds and journal voucher form. | |
| CONTENT: | For Current Center:
(TSP: Cy Ded Distr B/W, TSP: Py Ded Distr B/W, TSP: Govt Basic Amt Distr B/W,
TSP: Govt Matching Distr B/W, TSP: Cy Ded Adj, TSP: Py Ded Amt, TSP: Govt Basic Adj
Total, and TSP: Govt Matching Adj Tot not equal 0 and MER-TSP-SEP-FLAG equal 1)
or (MER-TST-EMP-PMT and MET-TSP-PY-LAST-PMT not equal 0) | |
| SEQUENCE: | N/A | |

**FEDERAL RETIREMENT THRIFT SAVINGS PLAN
CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL VOUCHER
DATA ELEMENTS
REPORT 507**

- A. Installation: Name, Address, City, State, Zip
- B. PAYROLL-OFFICE-NO
- C. Last 2 digits of year in PAY CNTL: TSP EFFECTIVE DATE - TSP Tape Sequence Number (YY-TTTT)
- D. PAY CNTL: CURRENT PP BEGIN DATE
- E. PAY CNTL: CURRENT PP ENDING DATE
- F. PAY CNTL: CURRENT PP ENDING DATE + 10 Days
- G. Count of Employee Data Records if Record Code = '01'
- H. Count of Current Payment Records if Record Code = '11'
- I. Current Date
- J. Count of Late Payment, Re-Submission Records if Record Code = '41'
- K. Count of Negative Adjustment Records if Record Code = '21'
- L. $G + H + J + K$
- M. Hard Coded 80F3875
- N. TSP: EMP DIST G-FUND + TSP: EMP LATE G-FUND
- O. TSP: EMP DIST F-FUND + TSP: EMP LATE F-FUND
- P. TSP: EMP DIST C-FUND + TSP: EMP LATE C-FUND
- Q. $N + O + P$
- R. TSP: GOVT BASIC AMT G-FUND + TSP: GOVT BASIC LATE G-FUND
- S. TSP: GOVT BASIC AMT F-FUND + TSP: GOVT BASIC LATE F-FUND
- T. TSP: GOVT BASIC AMT C-FUND + TSP: GOVT BASIC LATE C-FUND
- U. $R + S + T$
- V. TSP: GOVT MATCH AMT G-FUND + TSP: GOVT MATCH LATE G-FUND
- W. TSP: GOVT MATCH AMT F-FUND + TSP: GOVT MATCH LATE F-FUND
- X. TSP: GOVT MATCH AMT C-FUND + TSP: GOVT MATCH LATE C-FUND
- Y. $V + W + X$
- Z. $N + R + V$
- a. $O + S + W$
- b. $P + T + X$
- c. $Q + U + Y$
- d. TSP: EMP ADJ G-FUND
- e. TSP: EMP ADJ F-FUND
- f. TSP: EMP ADJ C-FUND
- g. $d + e + f$
- h. TSP: GOVT BASIC ADJ G-FUND
- i. TSP: GOVT BASIC ADJ F-FUND

**FEDERAL RETIREMENT THRIFT SAVINGS PLAN
CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL VOUCHER
DATA ELEMENTS
REPORT 507**

- j. TSP: GOVT BASIC ADJ C-FUND
- k. $h + i + j$
- l. TSP: GOVT MATCH ADJ G-FUND
- m. TSP: GOVT MATCH ADJ F-FUND
- n. TSP: GOVT MATCH ADJ C-FUND
- o. $l + m + n$
- p. $d + h + l$
- q. $e + i + m$
- r. $f + j + n$
- s. $g + k + o$
- t. $c + s$
- u. INSTALL-TSP-CONTACT-NAME
- v. INSTALL-TSP-CONTACT-PHONE

BOX 2. The letter 'Y' in the Yes Box

BOX 7. The letter 'N' in the No Box

BOX 13. The letter 'T' in the Magnetic Tape Box

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation Code equal to user designated center code

REPORT 3005**LWOP T&A GENERATE****PAYROLL**

PURPOSE: Display employees NPPS generated LWOP T&A hours
CONTENT: Employees who have hours generated by NPPS for LWOP
SEQUENCE: For Center, SSN
Separate report for each Center
Totals by Center
Page break by Center

| | | |
|-------------------------------|----------------------------------------|------------------------|
| REPORT NO: 3005 | LWOP T&A GENERATE
INSTALLATION NAME | DATE: |
| SSN
123456789
AAAAAAAAA | PAY BLOCK
01
BB | LWOP
40.00
CC.CC |
| CENTER: DDDD | TOTAL GENERATED | EEEE |

- A. SSN
- B. Pay Block
- C. Hours Generated
- D. Center Number -
- E. Total T&A Cards Generated by NPPS

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Duty Status equals 'L' and Pay Status Reaction Flag Less than **OR** Pay Term Reason Code equals '312**AND** Pay Limit Dollar is Greater than 0.0 **AND** Pay Limit Bal is LESS than Pay Limit Dollar **OR** Pay Term Reason Code equals '330'**AND** Pay Limit Dollar is Greater than 0.0**AND** Pay

REPORT 6032 PAYROLL/PERSONNEL INACTIVE EMPLOYEE DELETION PAYROLL

PURPOSE: To produce a listing of all inactive employees deleted on Pay Master File and Personnel Master File.

CONTENT: All deleted employees.
Note: For Personnel report layout, refer to Personnel Report Specifications.

SEQUENCE: For Payroll: By Center; Pay Block: Processing; SSN
For Personnel: By Center and SSN.

REPORT NO: 6032
SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAME

PAGE:
DATE:
TIME:

PAYROLL INACTIVE EMPLOYEE DELETION
AS OF: 02/13/90

| PB | SSN | NAME |
|----|-------------|----------------------|
| AA | BBB-BB-BBBB | CCCCCCCCCCCCCCCCCCCC |
| AA | BBB-BB-BBBB | CCCCCCCCCCCCCCCCCCCC |
| AA | BBB-BB-BBBB | CCCCCCCCCCCCCCCCCCCC |
| AA | BBB-BB-BBBB | CCCCCCCCCCCCCCCCCCCC |
| AA | BBB-BB-BBBB | CCCCCCCCCCCCCCCCCCCC |

TOTAL NUMBER OF PAYROLL EMPLOYEES DELETED: D

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI, Gen)
- D. Total Number of Payroll Employees Deleted

SELECTION CRITERIA:
Includes all employees from the Pay Master File with the following criteria:
- Installation code equals user designated center code
- Employee Delete Flag equals 'y'
Includes all employees from the Personnel

Master File with the following criteria:
- Installation code equals user designated center code
- Duty Status = 'Z'
- Employee Indicator not equal ' ' or Employee Delete Flag = 'Y'

REPORT 6020 MILITARY LEAVE FISCAL YEAR END REPORT**PAYROLL**

PURPOSE: To produce a listing of allemployees who have used Military Leave or have a Military Leave balance. This report will show the values of the Military leave fields before and after the Leave Year End process.

CONTENT: All employees and their YTD Military Leave Hours.

SEQUENCE: By Center Code, Pay Block: Processing, SSN
Totals by Center

REPORT NO: 6020
SEQUENCED BY:SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAMEPAGE:
DATE:
TIME:MILITARY LEAVE FISCAL YEAR END REPORT
AS OF: 02/13/90

| PB | SSN | NAME | OLD USED | OLD CARRY | OLD BAL | NEW USED | NEW CARRY | NEW BAL |
|----------------|-------------|----------------------|----------|-----------|---------|----------|-----------|---------|
| AA | BBB-BB-BBBB | CCCCCCCCCCCCCCCCCCCC | D | E | F | G | H | I |
| AA | BBB-BB-BBBB | CCCCCCCCCCCCCCCCCCCC | D | E | F | G | H | I |
| AA | BBB-BB-BBBB | CCCCCCCCCCCCCCCCCCCC | D | E | F | G | H | I |
| AA | BBB-BB-BBBB | CCCCCCCCCCCCCCCCCCCC | D | E | F | G | H | I |
| AA | BBB-BB-BBBB | CCCCCCCCCCCCCCCCCCCC | D | E | F | G | H | I |
| PAYBLOCK TOTAL | AA | | Q | R | S | T | U | V |

| | |
|----------------------|---|
| NUMBER OF EMPLOYEES: | J |
| TOTAL OLD USED DAYS: | K |
| TOTAL OLD CARRYOVER: | L |
| TOTAL OLD BALANCE: | M |
| TOTAL NEW USED DAYS: | N |
| TOTAL NEW CARRYOVER: | O |
| TOTAL NEW BALANCE: | P |

*** END OF REPORT ***

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing
B. SSN
C. Employee Name (Last, First, MI, Gen)
D. MIL-LV-DAYS-USED-FYTD (Before Update)
E. MIL-LV-DAYS-PYCO (Before Update)
F. MIL-LV-BAL-DAYS-FYTD (Before Update)
G. MIL-LV-DAYS-USED-FYTD (After Update)
H. IF 0 < F < 16:
 F
 IF F < 0:

- Zero
If F > 15:
 15
I. MIL-LV-BAL-DAYS-FYTD (H + 15)
J. Total count of employees on report
K. Total of D
L. Total of E
M. Total of F
N. Total of G
O. Total of H
P. Total of I
Q. Payblock Total of D
R. Payblock Total of E
S. Payblock Total of F

- T. Payblock Total of G
U. Payblock Total of H
V. Payblock Total of I

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty status not equal Z
- Military Leave: Bal Days FYTD or Military Leave: Used Days FYTD ne zero

REPORT 6030

LEAVE YEAR END UPDATE REPORT

PAYROLL

PURPOSE: To produce a listing of employees and the year-end changes made to leave related fields.
(i. e., zeroes out leave-related fields; cuts annual leave in excess of ceiling; cuts ceiling in excess of the maximum; zeroes out any restored leave if the expiration date has been exceeded.)

CONTENT: All employees on Pay Master File.

SEQUENCE: By Center Code, Pay Block: Processing, SSN
Totals by Center

REPORT NO: 6030
SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAME

PAGE:
DATE:
TIME:

LEAVE YEAR END UPDATE
AS OF: 02/13/90

| PAY
BLOCK | SSN | ORGAN | EMPLOYEE-NAME | **
LEAVE
CEILING | ANNUAL
LEAVE
BALANCE | LEAVE
AMOUNT
LEAVE CUT | **
CEILING
CUT TO | L
CAT | ** RESTORED LEAVE
CHG | EXP/DATE | LOST **
HOURS |
|--------------------|-------------|-------|--------------------|------------------------|----------------------------|------------------------------|-------------------------|----------|--------------------------|----------|------------------|
| A | BBB-BB-BBBB | C | DDDDDDDDDDDDDDDDDD | E | F | G | H | I | J | K | |
| A | BBB-BB-BBBB | C | DDDDDDDDDDDDDDDDDD | E | F | G | H | I | J | K | |
| A | BBB-BB-BBBB | C | DDDDDDDDDDDDDDDDDD | E | F | G | H | I | J | K | |
| A | BBB-BB-BBBB | C | DDDDDDDDDDDDDDDDDD | E | F | G | H | I | J | K | |
| A | BBB-BB-BBBB | C | DDDDDDDDDDDDDDDDDD | E | F | G | H | I | J | K | |
| A | BBB-BB-BBBB | C | DDDDDDDDDDDDDDDDDD | E | F | G | H | I | J | K | |
| A | BBB-BB-BBBB | C | DDDDDDDDDDDDDDDDDD | E | F | G | H | I | J | K | |
| A | BBB-BB-BBBB | C | DDDDDDDDDDDDDDDDDD | E | F | G | H | I | J | K | |
| A | BBB-BB-BBBB | C | DDDDDDDDDDDDDDDDDD | E | F | G | H | I | J | K | |
| A | BBB-BB-BBBB | C | DDDDDDDDDDDDDDDDDD | E | F | G | H | I | J | K | |
| PAYBLOCK AA TOTALS | | | | | | O | P | | | Q | |

TOTAL ANNUAL LEAVE LOST M HOURS

TOTAL RESTORED LEAVE LOST N HOURS

SUBJECT TO PRIVACY ACT OF 1974

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A. Pay Block: Processing
B. SSN
C. Organization: Assigned
D. Employee Name (Last, First, MI, Gen)
E. Annual Leave: Ceiling
F. Annual Leave: Earned Balance
G. Leave Cut Amount:
If PayPlan = 'ES' and Annual Leave: SES Chg This Year = 'Y' = Greatest of:
F - Annual Leave: SES First Year - E or
F - E (if E > 720) or
F - 720 (if E < 720) (if > 0)
If PayPlan = 'ES' and Annual Leave: SES Chg This Year ne 'Y' = F - E (if E > 720) or
F - 720 (if E < 720) (if > 0)
If PayPlan = 'EX' and Annual Leave: SES Chg This Year = 'Y' = F - Annual Leave: SES First Year - E (if > 0)</p> | <p>H. Ceiling Cut To Amount:
If (PayPlan not = 'ES' and Annual Leave: SES Chg This Year not = 'Y') and E > 240 and F < 240:
Annual Leave: Earned Balance
If PayPlan = 'ES' and Annual Leave: SES Chg This Year ne 'Y' and F < E and E > 720 = greater of 720 and F
I. If Current Year = Annual Leave Change Year:
Annual Leave: Change Date
J. If K > 0 and Pay Period Ending Date > Restored Leave: Expire Date:
Restored Leave: Expire Date
K. If Total of
(Restored Leave: Hours Type A (1-3) + Restored Leave: Hours Type B (1-3) + Restored Leave: Hours Type C (1-3) + - Restored Leave: Used Cum (1-3)) > 0</p> | <p>and Pay Period Ending Date >
Restored Leave: Expire Date:
Total of
(Restored Leave:Hours Type A (1-3) + Restored Leave:Hours Type B (1-3) + Restored Leave:Hours Type C (1-3) + - Restored Leave:Used Cum (1-3))
L. Current Year - 1
M. Total of G
N. Total of K
O. Payblock Total of F
P. Payblock Total of G
Q. Payblock Total of Q

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation code equals user designated center code
- Duty Status not equal 'Z'</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | | |
|-------------|------------------------------------------------------------------------------------------|---------|
| REPORT 6034 | LEAVE YEAR END AL PROJECTION PROCESSING | PAYROLL |
| PURPOSE: | Display number of records with Projected Annual Leave updated | |
| CONTENT: | Number of records with Projected Annual Leave updated | |
| SEQUENCE | By Center
Separate report for each Center
Totals by Center
Page break by Center | |

REPORT NO: 6034

T & A PROCESSING
LEAVE YEAR END
AL PROJECTION PRE-PROCESSING
INSTALLATION NAME

DATE:

AAAAAAA RECORDS HAD PAY-AL-PROJECTION UPDATED ON BB/BB/BB

SUBJECT TO PRIVACY ACT OF 1974
WHEN NOT UNDER THE CONTINUING CONTROL AND SUPERVISION OF
A PERSON AUTHORIZED ACCESS TO THIS MATERIAL IT MUST BE,
AT A MINIMUM, MAINTAINED UNDER LOCKED CONDITIONS

| | |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. Number of Employees Updated | SELECTION CRITERIA:
Includes all employees with the following
criteria:
- If pay-head-of-agency 'Y' or Pay-worksch
NE 'I' or MER-leave-entitlement 'EQ' ' ' AND
Pay-disallow-adv-l 'Y' AND
ctl-cur-ppfirst is greater than
mer-donlv-cancel-date the employees
leave will be updated. |
| B. Date Updated | |

11

1

- SELECTION CRITERIA:**
Includes all records with the following criteria:
- Installation code equals user designated center code
 - Template ID begins with 'M' and does not equal 'Mature'

REPORT 5101

EDIT UPDATE - CONTROL PROCESSING (REPORT 3 OF 4)

PAYROLL

PURPOSE: To produce a listing of IMFH Processing Errors/Messages.

CONTENT: Selective Records from IMFH File.

SEQUENCE: By Center.

REPORT NO: NAB5101
SEQUENCED BY:SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAMEPAGE:
DATE:
TIME:EDIT UPDATE - CONTROL PROCESSING
AS OF 89/09/23AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB

*** END OF REPORT 3 ***

SUBJECT TO PRIVACY ACT OF 1974

- A. IMFH Transactions (Up to 8 lines)
B. IMFH Messages (Up to 20 lines)

SELECTION CRITERIA:
Includes all employees with the following
criteria:
- Installation code equals user designated
center code
- Template ID begins with 'C'

REPORT 5101**EDIT UPDATE - OTHER PROCESSING (REPORT 4 OF 4)**

PAYROLL

PURPOSE: To produce a listing of IMFH Processing Errors/Messages.

CONTENT: Selective Records from IMFH File.

SEQUENCE: By Center.

REPORT NO: NAB5101
SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAME

PAGE :
DATE :
TIME :

EDIT UPDATE - OTHER PROCESSING
AS OF 89/09/23

[illegible][illegible][illegible][illegible]

*** END OF REPORT 4 ***

SUBJECT TO PRIVACY ACT OF 1974

- A. IMFH Transactions (Up to 8 lines)
B. IMFH Messages (Up to 20 lines)

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Template ID does not begin with 'M', 'T' or 'C'

REPORT 5010

ADMINISTRATION TRANSACTION REPORT

PAYROLL

PURPOSE: To list all informative and error messages in IMFH File that are generated daily for administration transactions.

CONTENT: Transactions in IMFH file.

SEQUENCE: By IMFH Template ID IMFH Date, IMFH Time

| | | | | | |
|-----------------------|-----------------------------------|-------------------|-------------------|----------------------------|-------|
| REPORT NO: NAB5010 | NASA PAYROLL AND PERSONNEL SYSTEM | | | | PAGE: |
| SEQUENCED BY: | INSTALLATION NAME | | | | DATE: |
| AA TRANSACTION REPORT | | | | | TIME: |
| AS OF 89/09/23 | | | | | |
| TEMPLATE ID | ACTION ENTRY CLERK | ACTION ENTRY DATE | ACTION ENTRY TIME | TRANSACTION INFORMATION | |
| A | B | C | D | E
E
E
F
F
F | |
| A | B | C | D | E
E
F
F
F
F | |
| A | B | C | D | E
F | |

|

- A. IMFH Template ID
- B. IMFH Clerk ID
- C. IMFH Date
- D. IMFH Time
- E. IMFH Transactions (Up to 50)
- F. IMFH Messages (Up to 50)

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code
- IMFH Template ID does not begin with 'Mature'

REPORT 420**BI-WEEKLY RETIREMENT REPORT****PAYROLL**

PURPOSE: To support deductions for retirement.

CONTENT: Current individual employee CSRS and FERS retirement data.

SEQUENCE: By Center, Retirement Plan/Pay Block: Processing/SSN or Retirement Plan/SSN or Center,
 Retirement Plan/Employee Name or Center, Retirement Plan/Pay Block:
 Processing/Employee Name
 Page Break by Center, Retirement Plan

| REPORT NO: 420 | | SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM | | | | | | PAGE: | |
|--------------------------------|------------------------|---------------------------------------------------------------------|-------------------------|------------|----------------------|--------------------|---------------------|---------------------|------|
| SEQUENCED BY: | | INSTALLATION NAME | | | | | | DATE: | |
| | | BI-WEEKLY RETIREMENT REPORT | | | | | | TIME: | |
| | | AS OF MM/DD/YY | | | | | | | |
| RETIREMENT PLAN A | | | | | | | | | |
| NAME | PB | SSN | R%
EMPL | S%
EMPR | CSRS MIL
SERV DEP | CIV SERV
CREDIT | SALARY
OFFSET | ADJ
BASIC
PAY | |
| ----- | -- | --- | ---- | ---- | ----- | ----- | ----- | ---- | |
| BBBBBBBBBBBBBBBB | C | DDD-DD-DDDD | E | F | G | H | I | J | |
| BBBBBBBBBBBBBBBB | C | DDD-DD-DDDD | E | F | G | H | I | J | |
| . | . | . | . | . | . | . | . | . | |
| . | . | . | . | . | . | . | . | . | |
| TOTAL RETIREMENT PLAN A | | | L | M | N | O | P | Q | |
| NUMBER OF EMPLOYEES: K | | | | | | | | | |
| RETIREMENT PLAN A | | | | | | | | | |
| NAME | PB | SSN | T%
EMPL | U%
EMPR | FERS MIL
SERV DEP | SALARY
OFFSET | ADJ
BASIC
PAY | | |
| ----- | -- | --- | ---- | ---- | ----- | ----- | ---- | ---- | |
| BBBBBBBBBBBBBBBB | C | DDD-DD-DDDD | V | W | X | Y | Z | | |
| BBBBBBBBBBBBBBBB | C | DDD-DD-DDDD | V | W | X | Y | Z | | |
| . | . | . | . | . | . | . | . | . | |
| . | . | . | . | . | . | . | . | . | |
| TOTAL RETIREMENT PLAN A | | | b | c | d | e | f | | |
| NUMBER OF EMPLOYEES: a | | | | | | | | | |
| SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | |
| CSRS GRAND TOTALS | | | | | | | | | |
| RET
CD | ENROLLED
DED NO DED | | RETIREMENT
EMPL EMPR | | CSRS MIL
SERV DEP | CIV SERV
CREDIT | SALARY
OFFSET | ADJ
BASIC
PAY | |
| --- | ----- | | ----- | | ----- | ----- | ----- | ---- | ---- |
| A | g | h | L | M | N | O | P | Q | |
| A | g | h | L | M | N | O | P | Q | |
| . | . | . | . | . | . | . | . | . | |
| DEDUCTIONS: | | | i | j | k | l | m | n | |
| ADJUSTMENTS: | | | o | p | q | r | s | t | |
| CSRS TOTAL: | | | t | u | v | w | x | y | z |
| FERS GRAND TOTALS | | | | | | | | | |
| RET
CD | ENROLLED
DED NO DED | | RETIREMENT
EMPL EMPR | | FERS MIL
SERV DEP | SALARY
OFFSET | ADJ
BASIC
PAY | | |
| --- | ----- | | ----- | | ----- | ----- | ---- | ---- | ---- |
| A | *A | *B | b | c | d | e | f | g | |
| A | *A | *B | b | c | d | e | f | g | |
| . | . | . | . | . | . | . | . | . | |
| DEDUCTIONS: | | | *C | *D | *E | *F | *G | *H | |
| ADJUSTMENTS: | | | *H | *I | *J | *K | *L | *M | |
| FERS TOTAL: | | | *N | *O | *P | *Q | *R | *S | |
| FICA GRAND TOTALS | | | | | | | | | |
| RET
CD | ENROLLED
DED NO DED | | RETIREMENT
EMPL EMPR | | CSRS MIL
SERV DEP | CIV SERV
CREDIT | SALARY
OFFSET | ADJ
BASIC
PAY | |
| --- | ----- | | ----- | | ----- | ----- | ----- | ---- | ---- |
| A | /g | /h | /L | /M | . | . | /P | /Q | |
| A | /g | /h | /L | /M | . | . | /P | /Q | |
| . | . | . | . | . | . | . | . | . | |
| DEDUCTIONS: | | | /i | /j | . | . | /m | /n | |
| ADJUSTMENTS: | | | /o | /p | . | . | /r | /s | |
| FICA TOTAL: | | | /t | /u | /v | /w | /y | /z | |

See Next Page For Data Elements

**BI-WEEKLY RETIREMENT REPORT
DATA ELEMENTS
REPORT 420**

- A. Retirement Plan
- B. Employee Name (Last, First)
- C. Pay Block: Processing
- D. SSN
 - Retirement: Employee Adj and Retirement: Government Adj
(former plan adjustments) will print on a separate line for E and F.
- E. CSRS: B/W + CSRS: Adjustment or Retirement: Employee Adj
- F. CSRS: Govt Contr B/W + CSRS: Former Retire Current Adj or Retirement: Government Adj
- G. CSRS: Mil Dep B/W
- H. Civil Serv Credit B/W + Civil Serv Credit: Adjustment
- I. Salary: Offset + CSRS: Current Salary Offset Adj
- J. Base Earnings: B/W + Base Earnings: Adjustment + Empl Lclty Pay BW Amt + Empl Lclty Pay BW Adj Amt
- K. Count of Employees in Retirement Plan
 - Total of E and F for each value of Retirement Code:
Former Adj will print on a separate line.
- L. Total of E for Retirement Plan
- M. Total of F for Retirement Plan
- N. Total of G for Retirement Plan
- O. Total of H for Retirement Plan
- P. Total of I for Retirement Plan
- Q. Total of J for Retirement Plan
- R. Rate of CSRS Employee Deduction found in TRETIR Table
- S. Rate of CSRS Agency Contribution found in TRETIR Table
- T. Rate of FERS Employee Deduction found in TRETIR Table
- U. Rate of FERS Agency Contribution found in TRETIR Table
- /L. Total of E for Retirement Plan
- /M. Total of F for Retirement Plan
- /P. Total of I for Retirement Plan
- /Q. Total of J for Retirement Plan
 - Retirement: Employee Adj and Retirement: Government Adj (former plan adjustments) will print on a separate
line for V and W.
- V. FERS: B/W + FERS: Adjustment or Retirement: Employee Adj
- W. FERS: Govt Contr B/W+ FERS: Former Retir Cur Adj or Retirement: Government Adj
- X. FERS: Mil Dep B/W
- Y. Salary: Offset + FERS: Current Salary Offset Adj
- Z. Base Earnings: B/W + Base Earnings: Adjustment + Empl Lclty Pay BW Amt + Empl Lclty Pay BW Adj Amt

**BI-WEEKLY RETIREMENT REPORT
DATA ELEMENTS
REPORT 420**

- a. Count of Employees in Retirement Plan
Total of V and W for each value of Retirement Code:
Former Adj will print on a separate line.
- b. Total of V for Retirement Plan
- c. Total of W for Retirement Plan
- d. Total of X for Retirement Plan
- e. Total of Y for Retirement Plan
- f. Total of Z for Retirement Plan

In Data Elements g - z below, CSRS Retirement Plans refers to Retirement Plans = 1,4,6,C,E,R and T

- g. Count of Employees in current Retirement Plan with deductions
- h. Count of Employees in current Retirement Plan without deductions
- i. Total of CSRS: B/W for CSRS Retirement Plans
- j. Total of CSRS: Govt Contr B/W for CSRS Retirement Plans
- k. Total of CSRS: Mil Dep B/W for CSRS Retirement Plans
- l. Total of Civil Serv Credit: B/W for CSRS Retirement Plans
- m. Total of Salary: Offset for CSRS Retirement Plans
- n. Total of (Base Earnings: B/W + Empl Lclty Pay BW Amt) for CSRS Retirement Plans
- o. Total of (CSRS: Adjustment + Retirement: Employee Adj) for CSRS Retirement Plans
- p. Total of (CSRS: Former Retire Current Adj + Retirement: Government Adj) for CSRS Retirement Plans
- q. Total of Civil Serv Credit: Adjustment for CSRS Retirement Plans
- r. Total of CSRS: Current Salary Offset Adj for CSRS Retirement Plans
- s. Total of (Base Earnings: Adjustments + Empl Lclty Pay BW Adj Amt) for CSRS Retirement Plans
- t. Total of g for CSRS Retirement Plans
- u. Total of h for CSRS Retirement Plans
- v. $i + o$
- w. $j + p$
- x. $l + q$
- y. $m + r$
- z. $n + s$

In Data Elements *A - *Q below, FERS Retirement Plans refers to Retirement Plans = K,L,M or N

- *A. Count of Employees in current Retirement Plan with deductions
- *B. Count of Employees in current Retirement Plan without deductions
- *C. Total of FERS: B/W for FERS Retirement Plans
- *D. Total of FERS: Govt Contr B/W for FERS Retirement Plans

**BI-WEEKLY RETIREMENT REPORT
DATA ELEMENTS
REPORT 420**

- *E. Total of FERS: Mil Dep B/W for FERS Retirement Plans
- *F. Total of Salary: Offset for FERS Retirement Plans
- *G. Total of (Base Earnings: B/W +Empl Lclty Pay BW Amt) for FERS Retirement Plans
- *H. Total of (FERS: Adjustment + Retirement: Employee Adj) for FERS Retirement Plans
- *I. Total of (FERS: Former Retir Cur Adj + Retirement: Government Adj) for FERS Retirement Plans
- *J. Total of FERS: Current Salary Offset Adj for FERS Retirement Plans
- *K. Total of (Base Earnings: Adjustments + Empl Lclty Pay BW Adj Amt) for FERS Retirement Plans
- *L. Total of *A for FERS Retirement Plans
- *M. Total of *B for FERS Retirement Plans
- *N. *C + *H
- *O. *D + *I
- *P. *F + *J
- *Q. *G + *K

In Data Elements /g - /z below, FICA Retirement Plans refers to Retirement Plans = 2

- /g. Count of Employees in current Retirement Plan with deductions
- /h. Count of Employees in current Retirement Plan without deductions
- /i. Total of FICA: B/W for FICA Retirement Plans
- /j. Total of FICA: Govt Contr B/W for FICA Retirement Plans
- /m. Total of Salary: Offset for FICA Retirement Plans
- /n. Total of (Base Earnings: B/W +Empl Lclty Pay BW Amt) for FICA Retirement Plans
- /o. Total of (FICA: Adjustment + Retirement: Employee Adj) for FICA Retirement Plans
- /p. Total of (FICA: Former Retire Current Adj + Retirement: Government Adj) for FICA Retirement Plans
- /r. Total of FICA: Current Salary Offset Adj for FICA Retirement Plans
- /s. Total of (Base Earnings: B/W +Empl Lclty Pay BW Amt) for FICA Retirement Plans
- /t. Total of /g for FICA Retirement Plans
- /u. Total of /h for FICA Retirement Plans
- /v. /i + /o
- /w. /j + /p
- /y. /m + /r
- /z. /n + /s

SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Retirement Plan Equals 1,2,4,6,C,E,K,L,M,N,R or T

REPORT 421**CSRS ACCOUNT REPORT****PAYROLL**

PURPOSE: To detail the current status of employees' retirement accounts to support the retirement reconciliation process.

CONTENT: All employees with CSRS retirement plans and all employees who do not have CSRS retirement plans with non-zero CSRS retirement accounts.

SEQUENCE: By Pay Block: Processing/SSN or SSN or Employee Name or Pay Block: Processing/Name
 Page Break by Pay Block: Processing if sequenced by Pay Block: Processing
 Totals by Pay Block: Processing if sequenced by Pay Block: Processing

| SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | | | | |
|----------------------------------------|-------------|----------------------|----------|----------------------|---|-------------|---|----------------------|---|-----------------------|---|-------------------------|
| NASA PAYROLL AND PERSONNEL SYSTEM | | | | | | | | | | | | |
| INSTALLATION NAME | | | | | | | | | | | | |
| CSRS ACCOUNT REPORT | | | | | | | | | | | | |
| AS OF MM/DD/YY | | | | | | | | | | | | |
| PB | SSN | NAME | RET CODE | PRIOR YEAR CARRYOVER | + | TRANSFER IN | + | CURRENT YR DEDUCTION | - | SEPARATION/ TRANS OUT | = | CUM TO DATE NASA RETIRE |
| -- | --- | ---- | ---- | ----- | | ----- | | ----- | | ----- | | ----- |
| A | BBB-BB-BBBB | CCCCCCCCCCCCCCCCCCCC | D | E | | F | | G | | H | | I |
| | | J | | K | | L | | M | | N | | O |
| | | P | | Q | | R | | S | | T | | U |
| A | BBB-BB-BBBB | CCCCCCCCCCCCCCCCCCCC | D | E | | F | | G | | H | | I |
| | | J | | K | | L | | M | | N | | O |
| | | P | | Q | | R | | S | | T | | U |
| . | . | . | . | . | . | . | . | . | . | . | . | . |
| . | . | . | . | . | . | . | . | . | . | . | . | . |
| . | . | . | . | . | . | . | . | . | . | . | . | . |
| . | . | . | . | . | . | . | . | . | . | . | . | . |
| TOTAL BLOCK A | | CSRS RETIREMENT | | V | | W | | X | | Y | | Z |
| | | CSRS MIL SERV DEP | | a | | b | | c | | d | | e |
| | | CSRS CREDIT | | f | | g | | h | | i | | j |
| GRAND TOTAL | | CSRS RETIREMENT | | k | | l | | m | | n | | o |
| | | CSRS MIL SERV DEP | | p | | q | | r | | s | | t |
| | | CSRS CREDIT | | u | | v | | w | | x | | y |
| NUMBER OF REG ACTIVE EMPLOYEE ACCOUNTS | | | Z | | | | | | | | | |

SUBJECT TO PRIVACY ACT OF 1974

See Next Page For Data Elements

**CSRS ACCOUNT REPORT
DATA ELEMENTS
REPORT 421**

- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI)
- D. Retirement Plan
- E. CSRS: PYCO
- F. CSRS: Cum Transferred In
- G. CSRS: Deduction YTD
- H. CSRS: Tran Out
- I. CSRS: NASA Cum

Data Elements J - O are only printed if

| | |
|-------------------------|---------|
| CSRS: Mil PYCO | NE 0 or |
| CSRS: Mil Dep Trnsfr In | NE 0 or |
| CSRS: Mil Dep YTD | NE 0 or |
| CSRS Mil: Tran Out | NE 0 or |
| CSRS: Mil Dep Cum | NE 0. |

- J. Literal 'CSRS MIL SERV DEP'
- K. CSRS: Mil PYCO
- L. CSRS: Mil Dep Trnsfr In
- M. CSRS: Mil Dep YTD
- N. CSRS Mil: Tran Out
- O. CSRS: Mil Dep Cum

Data Elements P - U are only printed if

| | |
|-----------------------------|---------|
| CSRS: Civ Serv Cr PYCO | NE 0 or |
| Civil Serv Credit: Trans In | NE 0 or |
| Civil Serv Credit: YTD | NE 0 or |
| CSRS: Civ Serv Cr Tran Out | NE 0 or |
| Civil Serv Credit: Cum | NE 0. |

- P. Literal 'CSRS CREDIT'
- Q. CSRS: Civ Serv Cr PYCO
- R. Civil Serv Credit: Trans In
- S. Civil Serv Credit: YTD
- T. CSRS: Civ Serv Cr Tran Out
- U. Civil Serv Credit: Cum

**CSRS ACCOUNT REPORT
DATA ELEMENTS
REPORT 421**

**Data Elements V - j are only printed if report is sequenced by
Pay Block: Processing.**

- V. Total of E for Pay Block: Processing
- W. Total of F for Pay Block: Processing
- X. Total of G for Pay Block: Processing
- Y. Total of H for Pay Block: Processing
- Z. Total of I for Pay Block: Processing
- a. Total of K for Pay Block: Processing
- b. Total of L for Pay Block: Processing
- c. Total of M for Pay Block: Processing
- d. Total of N for Pay Block: Processing
- e. Total of O for Pay Block: Processing
- f. Total of Q for Pay Block: Processing
- g. Total of R for Pay Block: Processing
- h. Total of S for Pay Block: Processing
- i. Total of T for Pay Block: Processing
- j. Total of W for Pay Block: Processing
- k. Total of E
- l. Total of F
- m. Total of G
- n. Total of H
- o. Total of I
- p. Total of K
- q. Total of L
- r. Total of M
- s. Total of N
- t. Total of O
- u. Total of Q
- v. Total of R
- w. Total of S
- x. Total of T
- y. Total of W
- z. Count of employees with Retirement Plan = 1,6,C,E,R or T and Duty Status not = 'Z'

**CSRS ACCOUNT REPORT
DATA ELEMENTS
REPORT 421**

SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- Retirement Plan = 1, 4, 6, C, E, R, or Tand one of the following fields is greater than zero:
CSRS: PYCO, CSRS: Mil PYCO, CSRS: Civ Serv Cr PYCO, CSRS: Tran Out, CSRS Mil: Tran Out, CSRS: Civ
Serv Cr Tran Out, CSRS: Deduction YTD, CSRS: Mil Dep YTD, CivilServCredit: YTD, CSRS: CUM Transferred
In, CSRS: Mil Dep Trnsfr In, or Civil Serv Credit: Trans In
- Retirement Plan = 2 and one of the following fieldss greater than zero:
CSRS: Deduction YTD, CSRS: CUM Transferred In, CSRS: Mil Dep Trnsfr In, or Civil Serv Credit: Trans In

REPORT 422

FERS ACCOUNT REPORT

PAYROLL

PURPOSE: To detail the current status of employees' retirement accounts to support the retirement reconciliation process.

CONTENT: All employees with FERS retirement plans who have non-zero accounts.

SEQUENCE: By Pay Block: Processing/SSN or SSN or Employee Name or Pay Block: Processing/Name
Page Break by Pay Block: Processing if sequenced by Pay Block: Processing
Totals by Pay Block: Processing if sequenced by Pay Block: Processing

| | | | | | | | | | | | | | |
|--------------------------------|-------------|-----------------------------------|----------|----------------------|---|-------------|---|----------------------|---|-----------------------|---|-------------------------|--|
| REPORT NO: 422 | | SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | | PAGE: | |
| SEQUENCED BY: | | NASA PAYROLL AND PERSONNEL SYSTEM | | | | | | | | | | DATE: | |
| | | INSTALLATION NAME | | | | | | | | | | TIME: | |
| | | FERS ACCOUNT REPORT | | | | | | | | | | | |
| | | AS OF MM/DD/YY | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| PB | SSN | NAME | RET CODE | PRIOR YEAR CARRYOVER | + | TRANSFER IN | + | CURRENT YR DEDUCTION | - | SEPARATION/ TRANS OUT | = | CUM TO DATE NASA RETIRE | |
| -- | --- | ---- | ---- | ----- | | ----- | | ----- | | ----- | | ----- | |
| A | BBB-BB-BBBB | CCCCCCCCCCCCCCCCCCCC | D | E | | F | | G | | H | | I | |
| | | J | | K | | L | | M | | N | | O | |
| . | . | k | . | l | | m | | n | | o | | p | |
| | | q | | r | | s | | t | | u | | v | |
| . | . | . | . | . | | . | | . | | . | | . | |
| | | . | | . | | . | | . | | . | | . | |
| TOTAL BLOCK A | | FERS RETIREMENT | | P | | Q | | R | | S | | T | |
| | | FERS MIL SERV DEP | | U | | V | | W | | X | | Y | |
| | | CSRS | | w | | x | | y | | z | | 1 | |
| . | . | CSRS MIL SERV DEP | . | 2 | | 3 | | 4 | | 5 | | 6 | |
| | | . | | . | | . | | . | | . | | . | |
| GRAND TOTAL | | FERS RETIREMENT | | Z | | a | | b | | c | | d | |
| | | FERS MIL SERV DEP | | e | | f | | g | | h | | i | |
| | | CSRS | | 7 | | 8 | | 9 | | 10 | | 11 | |
| | | CSRS MIL SERV DEP | | 12 | | 13 | | 14 | | 15 | | 16 | |
| NUMBER OF REG ACTIVE | | EMPLOYEE ACCOUNTS | j | | | | | | | | | | |
| | | TOTAL FERS | | 17 | | 18 | | 19 | | 20 | | 21 | |
| | | | | | | | | | | | | | |
| SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | | | | | |

See Next Page For Data Elements

**FERS ACCOUNT REPORT
DATA ELEMENTS
REPORT 422**

- A. Pay Block: Processing
- B. SSN
- C. Employee Name (Last, First, MI)
- D. Retirement Plan
- E. FERS: PYCO
- F. FERS: Tran In
- G. FERS: YTD
- H. FERS: Tran Out
- I. FERS: NASA Cum

Data Elements J - O are only printed if

| | |
|-------------------------|---------|
| FERS: Mil PYCO | NE 0 or |
| FERS: Mil Dep Trnsfr In | NE 0 or |
| FERS: Mil Dep YTD | NE 0 or |
| FERS Mil: Tran Out | NE 0 or |
| FERS: Mil Dep Cum | NE 0 |

- J. Literal 'FERS MIL SERV DEP'
- K. FERS: Mil PYCO
- L. FERS: Mil Dep Trnsfr In
- M. FERS: Mil Dep YTD
- N. FERS: Mil Tran Out
- O. FERS: Mil Dep Cum

Data Elements P - Y are only printed if report is sequenced by Pay Block: Processing.

- P. Total of E for PayBlock: Processing
- Q. Total of F for Pay Block: Processing
- R. Total of G for Pay Block: Processing
- S. Total of H for Pay Block: Processing
- T. Total of I for Pay Block: Processing
- U. Total of K for Pay Block: Processing
- V. Total of L for Pay Block: Processing
- W. Total of M for Pay Block: Processing
- X. Total of N for Pay Block: Processing
- Y. Total of O for Pay Block: Processing
- Z. Total of E
- a. Total of F

**FERS ACCOUNT REPORT
DATA ELEMENTS
REPORT 422**

- b. Total of G
- c. Total of H
- d. Total of I
- e. Total of K
- f. Total of L
- g. Total of M
- h. Total of N
- i. Total of O
- j. Count of employees with Retirement Plan = K,L,M or N and
Duty Status not = 'Z'

Data Elements k - p are only printed if

CSRS: PYCO NE 0 or
CSRS: Cum Transferred In NE 0 or
CSRS: Deduction YTD NE 0 or
CSRS: Tran Out NE 0 or
CSRS: NASA Cum NE 0

- k. Literal 'CSRS'
- l. CSRS: Pyco
- m. CSRS: Cum Transferred In
- n. CSRS: Deduction
- o. CSRS: Tran Out
- p. CSRS: NASA Cum

Data Elements q - v are only printed if

CSRS: Mil Pyco NE 0 or
CSRS: Mil Dep Trnsfr In NE 0 or
CSRS: Mil Dep YTD NE 0 or
CSRS Mil: Tran Out NE 0 or
CSRS: Mil Dep Cum NE 0

- q. Literal 'CSRS Mil Serv Dep'
- r. CSRS: Mil Pyco
- s. CSRS: Mil Dep Trnsfr In
- t. CSRS: Mil Dep YTD
- u. CSRS Mil: Tran Out
- v. CSRS: Mil Dep Cum

**FERS ACCOUNT REPORT
DATA ELEMENTS
REPORT 422**

Data Elements w - 6 are only printed if report is sequenced by Pay Block: Processing.

- w. Total of l for Pay Block: Processing
- x. Total of m for Pay Block: Processing
- y. Total of n for Pay Block: Processing
- z. Total of o for Pay Block: Processing
- 1. Total of p for Pay Block: Processing
- 2. Total of r for Pay Block: Processing
- 3. Total of s for Pay Block: Processing
- 4. Total of t for Pay Block: Processing
- 5. Total of u for Pay Block: Processing
- 6. Total of v for Pay Block: Processing
- 7. Total of l
- 8. Total of m
- 9. Total of n
- 10. Total of o
- 11. Total of p
- 12. Total of r
- 13. Total of s
- 14. Total of t
- 15. Total of u
- 16. Total of v
- 17. Total of E, K, l, r
- 18. Total of F, L, m, s
- 19. Total of G, M, n, t
- 20. Total of H, N, o, u
- 21. Total of I, O, p, v

SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

- Installation Code Equals User Designated Center Code
- One of the following fields is greater than zero:
FERS: PYCO, FERS: MIL PYCO, FERS: Tran Out, FERS: Mil Tran Out, FERS: Mil Dep YTD, FERS: YTD

REPORT 423

INDIVIDUAL PAY RECORD

PAYROLL

PURPOSE: To provide a complete, concise record of an employee's earnings and deductions for each pay period of the pay year.

CONTENT: All employees; user may select the report for a particular employee.

SEQUENCE: Selective by SSN, Name, Payblock: Processing & SSN or Payblock: Processing & Name

| REPORT NO: 423 | | SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | | | | | | | PAGE: | | | | | |
|---------------------------------------------------------------------------------------------------|----------|--------------------------------------|------------------|-----------|---------------|-----------|---------------|-------------|---------|-----------|---------|-----------|--------|--------------|-------|---------|----------|-------|-------|-------|-------|-------|
| SEQUENCED BY: PAYBLOCK, SSN | | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | | | | | | | | | | DATE: | | | | | |
| | | INSTALLATION NAME | | | | | | | | | | | | | | | TIME: | | | | | |
| | | INDIVIDUAL PAY RECORD | | | | | | | | | | | | | | | | | | | | |
| | | FOR PAY YEAR XXXX | | | | | | | | | | | | | | | | | | | | |
| | | AS OF MM/DD/YY | | | | | | | | | | | | | | | | | | | | |
| SSN | PB NAME | ORG LOCATED | T&A CODE | DIST CODE | DATE OF BIRTH | HLTH CODE | ANNUAL SALARY | HOURLY RATE | OT RATE | FED EXEM | FED OPT | ST -EXEM- | RET CD | SERVICE COMP | DATE | | | | | | | |
| XXXXXXXXXX | XX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXX | XXXXX | 99/99/99 | XXX | 999999.99 | 99.99 | 99.99 | 9 | 99 | XXX 9 | 9 | 99/99/99 | | | | | | | | |
| PP | GDST | -----BASE----- | ---PREM/OTHER--- | GROSS | TSP | RET | HIT | OASDI | FED TAX | --STATE-- | FEGLI | FEHB | CFC | UN DUES | BONDS | OTH DED | TSP LOAN | | | | | |
| QQ | RRRR | SSSSS | TTTTTT | UUUUU | V | WWWWWW | XXXXXX | YYYYY | ZZZZZ | &AAAA | &BBBB | &CCCC | &DD | &EEEE | &FFFF | &GGGG | &HHHH | &IIII | &JJJJ | &KKKK | &LLLL | &MMMM |
| QQ | RRRR | SSSSS | TTTTTT | UUUUU | V | WWWWWW | XXXXXX | YYYYY | ZZZZZ | &AAAA | &BBBB | &CCCC | &DD | &EEEE | &FFFF | &GGGG | &HHHH | &IIII | &JJJJ | &KKKK | &LLLL | &MMMM |
| **** | TTTTTT | TTTTTT | TTTTTT | UUUUU | V | WWWWWW | XXXXXX | YYYYY | ZZZZZ | &AAAA | &BBBB | &CCCC | &DD | &EEEE | &FFFF | &GGGG | &HHHH | &IIII | &JJJJ | &KKKK | &LLLL | &MMMM |
| 1ST | &NNNNN | &O000 | &PPPPPP | &QQQQQ | &RRRRR | &SSSSS | &TTTTT | &UUUUU | &VVVVVV | &WWWWW | | | | | | | | | | | | |
| QTR | &XXXXXX | &YYYYYY | &ZZZZZ | /AAAAA | /BBBBBB | /CCCC | /DDDD | /EEEE | /FFFF | /GGGG | /HHHH | /IIII | /JJJJ | /KKKK | /LLLL | /MMMM | | | | | | |
| QQ | RRRR | SSSSS | TTTTTT | UUUUU | V | WWWWWW | XXXXXX | YYYYY | ZZZZZ | &AAAA | &BBBB | &CCCC | &DD | &EEEE | &FFFF | &GGGG | &HHHH | &IIII | &JJJJ | &KKKK | &LLLL | &MMMM |
| QQ | RRRR | SSSSS | TTTTTT | UUUUU | V | WWWWWW | XXXXXX | YYYYY | ZZZZZ | &AAAA | &BBBB | &CCCC | &DD | &EEEE | &FFFF | &GGGG | &HHHH | &IIII | &JJJJ | &KKKK | &LLLL | &MMMM |
| QQ | RRRR | SSSSS | TTTTTT | UUUUU | V | WWWWWW | XXXXXX | YYYYY | ZZZZZ | &AAAA | &BBBB | &CCCC | &DD | &EEEE | &FFFF | &GGGG | &HHHH | &IIII | &JJJJ | &KKKK | &LLLL | &MMMM |
| 2ND | &NNNNN | &O000 | &PPPPPP | &QQQQQ | &RRRRR | &SSSSS | &TTTTT | &UUUUU | &VVVVVV | &WWWWW | | | | | | | | | | | | |
| QTR | &XXXXXX | &YYYYYY | &ZZZZZ | /AAAAA | /BBBBBB | /CCCC | /DDDD | /EEEE | /FFFF | /GGGG | /HHHH | /IIII | /JJJJ | /KKKK | /LLLL | /MMMM | | | | | | |
| QQ | RRRR | SSSSS | TTTTTT | UUUUU | V | WWWWWW | XXXXXX | YYYYY | ZZZZZ | &AAAA | &BBBB | &CCCC | &DD | &EEEE | &FFFF | &GGGG | &HHHH | &IIII | &JJJJ | &KKKK | &LLLL | &MMMM |
| QQ | RRRR | SSSSS | TTTTTT | UUUUU | V | WWWWWW | XXXXXX | YYYYY | ZZZZZ | &AAAA | &BBBB | &CCCC | &DD | &EEEE | &FFFF | &GGGG | &HHHH | &IIII | &JJJJ | &KKKK | &LLLL | &MMMM |
| QQ | RRRR | SSSSS | TTTTTT | UUUUU | V | WWWWWW | XXXXXX | YYYYY | ZZZZZ | &AAAA | &BBBB | &CCCC | &DD | &EEEE | &FFFF | &GGGG | &HHHH | &IIII | &JJJJ | &KKKK | &LLLL | &MMMM |
| 3RD | &NNNNN | &O000 | &PPPPPP | &QQQQQ | &RRRRR | &SSSSS | &TTTTT | &UUUUU | &VVVVVV | &WWWWW | | | | | | | | | | | | |
| QTR | &XXXXXX | &YYYYYY | &ZZZZZ | /AAAAA | /BBBBBB | /CCCC | /DDDD | /EEEE | /FFFF | /GGGG | /HHHH | /IIII | /JJJJ | /KKKK | /LLLL | /MMMM | | | | | | |
| QQ | RRRR | SSSSS | TTTTTT | UUUUU | V | WWWWWW | XXXXXX | YYYYY | ZZZZZ | &AAAA | &BBBB | &CCCC | &DD | &EEEE | &FFFF | &GGGG | &HHHH | &IIII | &JJJJ | &KKKK | &LLLL | &MMMM |
| QQ | RRRR | SSSSS | TTTTTT | UUUUU | V | WWWWWW | XXXXXX | YYYYY | ZZZZZ | &AAAA | &BBBB | &CCCC | &DD | &EEEE | &FFFF | &GGGG | &HHHH | &IIII | &JJJJ | &KKKK | &LLLL | &MMMM |
| QQ | RRRR | SSSSS | TTTTTT | UUUUU | V | WWWWWW | XXXXXX | YYYYY | ZZZZZ | &AAAA | &BBBB | &CCCC | &DD | &EEEE | &FFFF | &GGGG | &HHHH | &IIII | &JJJJ | &KKKK | &LLLL | &MMMM |
| 4TH | &NNNNN | &O000 | &PPPPPP | &QQQQQ | &RRRRR | &SSSSS | &TTTTT | &UUUUU | &VVVVVV | &WWWWW | | | | | | | | | | | | |
| QTR | &XXXXXX | &YYYYYY | &ZZZZZ | /AAAAA | /BBBBBB | /CCCC | /DDDD | /EEEE | /FFFF | /GGGG | /HHHH | /IIII | /JJJJ | /KKKK | /LLLL | /MMMM | | | | | | |
| SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | | | | | | | | | | | | | | |
| EMP | /GGGGGG | /HHHHH | /IIIIIIII | /JJJJJJ | /KKKKK | /LLLLLL | /MMMM | /NNNNN | /OOOOOO | /PPPPPP | | | | | | | | | | | | |
| TOTAL | /QQQQQQQ | /RRRRRRR | /SSSSS | /TTTTT | /UUUUUU | /VVVVV | /WWWWW | /XXXXXX | /YYYYY | | | | | | | | | | | | | |
| PAYBLOCK BB TOTALS | | | | | | | | | | | | | | | | | | | | | | |
| /ZZZZZZZZ \AAAAAAA \BBBBBBBB \CCCCCCCC \DDDDDDDD \EEEEEEEE \FFFFFFF \GGGGGGGG \HHHHHHHH \IIIIIIII | | | | | | | | | | | | | | | | | | | | | | |
| \JJJJJJJJ \KKKKKKKK \LLLLLLL \MMMMMM \NNNNNNNN \OOOOOOO \PPPPPPP \QQQQQQQ \RRRRRRR | | | | | | | | | | | | | | | | | | | | | | |
| CENTER TOTALS | | | | | | | | | | | | | | | | | | | | | | |
| \SSSSSSS \TTTTTTT \UUUUUUUU \VVVVVVV \WWWWW \XXXXXXXX \YYYYYYY \ZZZZZZZ *AAAAAAA *BBBBBBBB | | | | | | | | | | | | | | | | | | | | | | |
| *CCCCCCCC *DDDDDDDD *EEEEEEE *FFFFFFF *GGGGGGGG *HHHHHHH *IIIIIIII *JJJJJJJ *KKKKKKK | | | | | | | | | | | | | | | | | | | | | | |
| SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | | | | | | | | | | | | | | |

See Next Page For Data Elements

**INDIVIDUAL PAY RECORD REPORTS
DATA ELEMENTS
REPORT 423**

| | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. | SSN Hist | |
| B. | Pay Block: Processing Hist | |
| C. | Employee Name Hist (Last, First, MI, Gen) | |
| D. | = Organization: Located New | From the latest Personnel history record |
| E. | = Employee History T & A Distribution Code | |
| F. | Date of Birth Hist | |
| G. | FEHB: Plan Code Hist | |
| H. | Salary Hist | |
| I. | Salary: Hourly Hist | |
| J. | = Employee History Overtime Rate
= Salary: Hourly Hist x Premium Rate Table
= Overtime Rate Max Table | If Employee History Overtime Rate = 0 and Pay Plan Not = 'ES'
If Employee History Overtime Rate = 0 and
Pay Plan Not = 'ES' and
FLSA Pay Status = 'E' and
Job Series Not = 1 and
(Salary: Hourly x 1.5) >
Overtime Rate Max Table
If Employee History Overtime Rate = 0 and
an Uncommon Tour Empl and
Salary: Hourly >
Overtime Rate Max Table ** |
| | = Salary: Hourly | |
| K. | = Employee History Federal Tax Exemptions
= Federal Tax: Exemptions | If Employee History Federal Tax Exemptions = blank |
| L. | Federal Tax: Additional Hist | |
| M. | = Employee History State Tax Marital Code
= State Tax: Marital Code | If Employee History State Tax Marital Code = blank |
| N. | = Employee History State Tax Exemptions
= State Tax: Exemptions Hist | If Employee History State Tax Exemptions = blank |
| O. | Retirement Plan Hist | |
| P. | = Employee History SCD Leave Date
= SCD: Leave | If Employee History SCD Leave Date = blank |
| Q. | = Pay Period Number Hist
= 'AW' literal | If Award: Amount Hist > 0 |
| R. | Grade: Current Hist and Step Hist | |
| S. | Base Hours: B/W Hist | + Base Hours: Adj B/W Hist |
| T. | Base Erngs: B/W Hist | + Base Erngs: Adj B/W Hist |
| U. | Overtime: Hours B/W Hist
Night Diff: Hours B/W Hist
Sunday Diff: Hours B/W Hist
Hazardous Hours: B/W Hist
Holiday Hours: B/W Hist
Lump Sum: LV Hours 1 Hist
Comp Time: Hrs Paid B/W Hist | + Overtime: Hours Adj Hist or
+ Nite: Cur Adj Hrs Hist or
+ Sunday: Current Adj Hrs Hist or
+ Hazardous: Cur Adj Hrs Hist or
+ Holiday/Wked: Cur Adj Hist or
+ Lump Sum: LV Hours 2 Hist or |

**INDIVIDUAL PAY RECORD REPORTS
DATA ELEMENTS
REPORT 423**

| | | | |
|-----|--------------------------------------------------------------|----------------------------------|----|
| V. | Code to identify the type of hours and earnings | | |
| | O - Overtime | | |
| | N - Night Differential | | |
| | S - Sunday Differential | | |
| | H - Hazardous Duty | | |
| | W - Holiday Worked | | |
| | L - Lump Sum | | |
| | U - Unused Comp Time Paid | | |
| | R - Retention Allowance | | |
| | D - Supervisory Differential | | |
| | F - Foreign Differential | | |
| | P - Fire Fighter Premium Adjustment | | |
| | E - Earned Income Credit (EIC is included in the Net Amount) | | |
| | C - COLA (COLA is included in the Net amount) | | |
| W. | Overtime: Earnings B/W Hist | + Overtime: Earnings Adj Hist | or |
| | Night Diff: Erngs B/W Hist | + Nite: Current Adj Erngs Hist | or |
| | Sunday Diff: Erngs B/W Hist | + Sunday: Current Adj Erngs Hist | or |
| | Hazardous Earnings: B/W Hist | + Hazardous: Cur Adj Erngs Hist | or |
| | Holiday Earnings: B/W Hist | + Hol/Wkend: Cur Adj Erngs Hist | or |
| | Lump Sum: Lv Payment Hist | + Lump Sum: Lv Adj Hist | or |
| | Retention Allow: Hist BW | + Retention Allow: Adj B/W Hist | or |
| | Super Diff: Hist BW | + Super Diff: Adj B/W Hist | or |
| | Foreign Diff: B/W Hist | + For Diff: Cur Adj Erngs Hist | or |
| | Comp Time: Hours Paid B/W Hist | | or |
| | Fire Fighter: Prem Adj B/W Hist | + Fire Fighters: Prem B/W Hist | or |
| | COLA: B/W Hist | + COLA: Current Adj Erngs Hist | or |
| | EIC: Hist | + EIC: Adjustment Hist | |
| X. | = Gross Earnings: B/W Hist | | |
| | = Award: Amount Hist | If Award: Amount Hist > 0 | |
| Y. | TSP: CY Ded B/W Hist | + TSP: CY DedAdj Hist | |
| Z. | CSRS: B/W Hist | + CSRS: Adjustment Hist | + |
| | Civil Serv Credit: B/W Hist | + Civil Serv Credit: Adj Hist | + |
| | FERS: B/W Hist | + FERS: Adjustment Hist | + |
| | CSRS: Frmr Adjustment Hist | + FERS: Frmr Adjustment Hist | |
| &A. | = HIT: B/W Hist | + HIT: Adjustment Hist | |
| | = HIT: Award B/W Hist | If Award: Amount Hist > 0 | |
| &B. | = FICA: B/W Hist | + FICA: Adjustment Hist | |
| | = FICA: Award B/W Hist | If Award: Amount Hist > 0 | |
| &C. | = Federal Tax: B/W Hist | + Federal Tax: Adjustment Hist | |
| | = Federal Tax: Award B/W Hist | If Award: Amount Hist > 0 | |
| &D. | = State Tax: Code Hist | | |
| | = State Tax: Former Code YTD Hist | | |
| &E. | = State Tax: B/W Hist | + State Tax: Adjustment Hist | |
| | = State Tax: Former W/H YTD Hist | | |
| | = State Tax: Award B/W Hist | If Award: Amount Hist > 0 | |
| &F. | FEGLI: B/W Hist | + FEGLI: Adjustment Hist | |
| &G. | FEHB: B/W Hist | + FEHB: Current Adj Hist | + |
| | FEHB: Prior Adj Hist | | |
| &H. | CFC: B/W Hist | + CFC: Adjustment Hist | |

INDIVIDUAL PAY RECORD REPORTS
DATA ELEMENTS
REPORT 423

| | | |
|---------------------------------|-----------------------------------|---|
| &I. Union Dues: B/W Hist | + Union Dues: Adjustment Hist | |
| &J. Bond: B/W Hist | - Bond: RefundHist | |
| &K. = Bankruptcy: B/W Hist | + Child Support: B/W Hist | + |
| Local Tax Entity: B/W (1) Hist | + Local Tax Entity: Adj (1) Hist | + |
| Local Tax Entity: B/W (2) Hist | + Local Tax Entity: Adj (2) Hist | + |
| CSRS: Mil Dep B/W Hist | + FERS: Mil Dep B/W Hist | + |
| Indebtedness Due U.S.: B/W Hist | + Empl Total Grnsh Crnt Ded Amt | + |
| Miscellaneous Required Amt Hist | | + |
| NEBA: Total B/W Hist | | + |
| Voluntary Allot: B/W Hist | + Bill of Collection: Deduct Hist | |
| = City Tax: Award B/W Hist | + Award: County Tax Ded | |
| | If Award: Amount Hist > 0 | |
| &L. TSP: Loan Ded Amount Hist | + TSP: Loan 1 Adjustment Hist | + |
| TSP: Loan 2 Adjustment Hist | | |
| &M. = Net Earnings: B/W Hist | | |
| = Award: Net Earnings | If Award: Amount Hist > 0 | |
| &N. Quarterly Total of S | | |
| &O. Quarterly Total of U | | |
| &P. Quarterly Total of X | | |
| &Q. Quarterly Total of Z | | |
| &R. Quarterly Total of &B | | |
| &S. Quarterly Total of &E | | |
| &T. Quarterly Total of &G | | |
| &U. Quarterly Total of &I | | |
| &V. Quarterly Total of &K | | |
| &W. Quarterly Total of &M | | |
| &X. Quarterly Total of T | | |
| &Y. Quarterly Total of W | | |
| &Z. Quarterly Total of Y | | |
| /A. Quarterly Total of &A | | |
| /B. Quarterly Total of &C | | |
| /C. Quarterly Total of &F | | |
| /D. Quarterly Total of &H | | |
| /E. Quarterly Total of &J | | |
| /F. Quarterly Total of &L | | |
| /G. Employee Total of S | | |
| /H. Employee Total of U | | |
| /I. Employee Total of X | | |
| /J. Employee Total of Z | | |
| /K. Employee Total of &B | | |

**INDIVIDUAL PAY RECORD REPORTS
DATA ELEMENTS
REPORT 423**

/L. Employee Total of &E
/M. Employee Total of &G
/N. Employee Total of &I
/O. Employee Total of &K
/P. Employee Total of &M
/Q. Employee Total of T
/R. Employee Total of W
/S. Employee Total of Y
/T. Employee Total of &A
/U. Employee Total of &C
/V. Employee Total of &F
/W. Employee Total of &H
/X. Employee Total of &J
/Y. Employee Total of &L
/Z. Payblock Total of S
\A. Payblock Total of U
\B. Payblock Total of X
\C. Payblock Total of Z
\D. Payblock Total of &B
\E. Payblock Total of &E
\F. Payblock Total of &G
\G. Payblock Total of &I
\H. Payblock Total of &K
\I. Payblock Total of &M
\J. Payblock Total of T
\K. Payblock Total of W
\L. Payblock Total of Y
\M. Payblock Total of &A
\N. Payblock Total of &C
\O. Payblock Total of &F
\P. Payblock Total of &H
\Q. Payblock Total of &J
\R. Payblock Total of &L
\S. Center Total of S
\T. Center Total of U
\U. Center Total of X

**INDIVIDUAL PAY RECORD REPORTS
DATA ELEMENTS
REPORT 423**

\V. Center Total of Z
\W. Center Total of &B
\X. Center Total of &E
\Y. Center Total of &G
\Z. Center Total of &I
*A. Center Total of &K
*B. Center Total of &M
*C. Center Total of T
*D. Center Total of W
*E. Center Total of Y
*F. Center Total of &A
*G. Center Total of &C
*H. Center Total of &F
*I. Center Total of &H
*J. Center Total of &J
*K. Center Total of &L

NOTE: The value on the report = (Actual Value x 100)

**** Only used if the value of T, W, X, &C, &E, or &M exceeds the field size for the line above.

SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Reactivation Indicator Hist Not Equal 3
- Year of (Pay Period Ending Date Hist + 10 days) Equal User Input Year
- Pay Period Ending Date Hist Less Equal Pay Cntl: Current PP Ending Date
- SSN Equal User Input SSN (If Entered)

REPORT 424**YEAR END LEAVE REPORT****PAYROLL**

PURPOSE: To provide a complete, concise record of an employee's leave accrual, usage, and balances for each leave period of the leave year.

CONTENT: All employees; user may select the report for a particular employee.

SEQUENCE: Selective by SSN, Name, Pay Block: Processing and SSN, or Pay Block: Processing and Name.

| REPORT NO: 424 | | SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | | | | | PAGE: | | | | | | | | | | | | | | | | | |
|----------------------------------------------------------------------------|------|---------------------------------------------------------------------|------|--------|---------|----------|---------|---------|------|-----|--------|---------|---------|--------------------------------------------------------|--------|---------|-------|------|-------|------|------|------|-----|------|-----|-----|-----|---|-----|
| SEQUENCED BY: | | INSTALLATION NAME
YEAR END LEAVE REPORT
LEAVE YEAR YYYY | | | | | | | | | | DATE: | | | | | | | | | | | | | | | | | |
| | | TIME: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ----- ANNUAL ----- SICK ----- COMPENSATORY ----- LWOP/AWOL ----- MIL ----- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C | DAYS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | PT | PP | EARN | USED | USE/ | RESTORED | DON | RET | REST | PT | PP | EARN | USED | REST | PP | PP | PP | USED | 80-HR | LAST | PP | FYD | | | | | | | |
| PP | T | E | CO | USED | YTD | YTD | LOSE | BAL | USED | BAL | YTD | YTD | CUM | E | CO | USED | YTD | YTD | BAL | CUM | EARN | USED | BAL | USED | YTD | CUT | PSI | U | BAL |
| AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA BBB-BB-BBBB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CC-CC-CC DDDDD BAL FORWARD EEEE.EE | | | | | | | | | | | | | | BAL FORWARD FFFF.FF | | | | | | | | | | | | | | | |
| ADVANCED HHHHH | | | | | | | | | | | | | | BAL FORWARD GGGG.GG | | | | | | | | | | | | | | | |
| II | J | K | LL | MMM.MM | OOOO.OO | QQQQ.QQ | SSSS.SS | UUUU.UU | W | X | ZZZ.ZZ | /BBB.BB | /DDD.DD | /FF.FF | /HH.HH | /JJJ.JJ | /L.LL | | | | | | | | | | | | |
| NNNN.NN PPP.PP RRR.RR TTTT.TT VVVV.VV | | | | | | | | | | | | | | /AAA.AA /CCC.CC /EEE.EE /GGG.GG /III.II /KKK.KK /MMM.M | | | | | | | | | | | | | | | |
| II | J | K | LL | MMM.MM | OOOO.OO | QQQQ.QQ | SSSS.SS | UUUU.UU | W | X | ZZZ.ZZ | /BBB.BB | /DDD.DD | /FF.FF | /HH.HH | /JJJ.JJ | /L.LL | | | | | | | | | | | | |
| NNNN.NN PPP.PP RRR.RR TTTT.TT VVVV.VV | | | | | | | | | | | | | | /AAA.AA /CCC.CC /EEE.EE /GGG.GG /III.II /KKK.KK /MMM.M | | | | | | | | | | | | | | | |
| II | J | K | LL | MMM.MM | OOOO.OO | QQQQ.QQ | SSSS.SS | UUUU.UU | W | X | ZZZ.ZZ | /BBB.BB | /DDD.DD | /FF.FF | /HH.HH | /JJJ.JJ | /L.LL | | | | | | | | | | | | |
| NNNN.NN PPP.PP RRR.RR TTTT.TT VVVV.VV | | | | | | | | | | | | | | /AAA.AA /CCC.CC /EEE.EE /GGG.GG /III.II /KKK.KK /MMM.M | | | | | | | | | | | | | | | |
| II | J | K | LL | MMM.MM | OOOO.OO | QQQQ.QQ | SSSS.SS | UUUU.UU | W | X | ZZZ.ZZ | /BBB.BB | /DDD.DD | /FF.FF | /HH.HH | /JJJ.JJ | /L.LL | | | | | | | | | | | | |
| NNNN.NN PPP.PP RRR.RR TTTT.TT VVVV.VV | | | | | | | | | | | | | | /AAA.AA /CCC.CC /EEE.EE /GGG.GG /III.II /KKK.KK /MMM.M | | | | | | | | | | | | | | | |

SUBJECT TO PRIVACY ACT OF 1974

- A. Employee Name Hist
(Last, First, MI, Gen)
- B. SSN Hist
- C. = Employee History SCD Leave Date
= SCD: Leave, If Employee History
SCD Leave Date = blank
- D. Annual Lv: Ceiling Hist
- E. Annual Lv: PYCO Hist
- F. Sick Lv: PYCO Hist
- G. LWOP: WIG Hours Hist
- H. Annual Leave: Advanced Bal -
Annual Lv: Ernd Balance Hist
- I. Pay Period Number Hist
- J. Annual Lv: Category Code Hist
- K. Annual Lv: Accrual Rate BW Hist
- L. Annual Lv: P/T Carry Over Hist
- M. Annual Lv: Used B/W Hist
- N. Annual Lv: Accrued YTD Hist
- O. Annual Lv: Used YTD Hist
- P. Annual Leave: Advanced Bal -

- Annual Lv: Ceiling Hist
- Q. Annual Leave: Advanced Bal Hist
- R. Restored Lv: Used B/W Hist
- NOTE: The values of A - H are based on
the most current leave period found for
each employee.
- S. Restored Leave: Balance
- T. Donated AL: Used YTD Hist
- U. Donated AL: Donat-Retrn YTD Hist
- V. Restricted AL: Rstrct CUM Hist
- W. Sick Lv: Accrued B/W Hist
- X. Sick Lv: P/T Carry Over Hist
- Z. Sick Lv: Used B/W Hist
- /A. Sick Lv: Accrued YTD Hist
- /B. Sick Lv: Used YTD Hist
- /C. Sick Lv: Balance Hist
- /D. Restrict SL: Restricted CUM Hist
- /E. Comp Time: Earned B/W Hist

- /F. Comp Time: Used B/W Hist
- /G. Comp Time: Balance Hist
- /H. LWOP: Used B/W Hist
- /I. LWOP: Used YTD Hist
- /J. LWOP: 80 Hour Accrual Hist
- /K. LWOP: WIG Hours Hist
- /L. Military Lv: Used B/W Hist / 8
- /M. Mil Lv: Used Days FYTD Hist
- SELECTION CRITERIA:**
Includes All Employees With The
Following Criteria:
- Installation Code Equal User
 - Designated Center Code
 - Reactivation Indicator Hist Not
 - Equal 3
 - Leave Year Equal User Input Year
 - SSN Equal User Input SSN (if entered)

REPORT 950

PAYROLL SUSPENSE MAINTENANCE QUERY - SQUERY

PAYROLL

PURPOSE:

To allow payroll suspense query options to be selected.

CONTENT:

Suspense query options.

SEQUENCE:

N/A

| | | | | |
|------------------------------------------------------------------------|----------------------|------------------|---------------------------------------------|----------|
| COMMAND: _____ | | | NPPS | 09/05/89 |
| NAO1600 | | | PAYROLL SUSPENSE MAINTENANCE QUERY - SQUERY | 11:11:31 |
| LIST ACTION FOR EMPLOYEE: | | | | |
| SSN | LAST NAME | FIRST NAME | | |
| AAA AA AAAA | BBBBBBBBBBBBBBBBBBBB | BBBBBBBBBBBBBBBB | | |
| (TYPE NAME AND HIT ENTER FOR NAME SEARCH) | | | | |
| SELECT ONE OF THE FOLLOWING: | | | | |
| LIST ACTIONS ON OR BEFORE EFFECTIVE DATE: | | CCCCCCCC | | |
| (PP FIRST DAY) | | | | |
| LIST ACTIONS FOR TRANSACTION TYPE: | | DDDDDDDD | | |
| LIST ACTIONS FOR CLERK ID: | | EEEEEEEE | | |
| PF1 = HELP PF3 = PREV SCREEN PF5 = MAIN MENU PF12 = END | | | | |

- A. SSN
- B. Name (Last, First;User input; opt.)
- C. Effective Date, User Input
- D. Transaction Type, User Input
- E. Clerk ID, User Input

REPORT 951**LIST ACTIONS FOR EMPLOYEE - SEMP**

PAYROLL

PURPOSE: To display Payroll Suspense Actions for an employee.

CONTENT: Suspended transactions for the selected employee.

SEQUENCE: N/A

| | | | | | | | |
|---------------------------------------------------------|--------|----------------------------------|---------------------|---------------|-----------|---------------|--|
| COMMAND: _____ | | NPPS | | | | 09/05/89 | |
| NA01610 | | LIST ACTIONS FOR EMPLOYEE - SEMP | | | | 11:11:31 | |
| ENTER SSN: AAA AA AAAA | | PAY BLK | LAST NAME | FIRST NAME | I | | |
| | | B | CCCCCCCCCCCCC | CCCCCCCCCCCCC | C | | |
| SEL | DELETE | EFF DATE
(PP FIRST DAY) | TRANSACTION
TYPE | CLERK
ID | SEQ
NO | ERROR
FLAG | |
| D | E | FF FF FF | G | H | J | I | |
| D | E | FF FF FF | | | | | |
| D | E | FF FF FF | | | | | |
| D | E | FF FF FF | | | | | |
| D | E | FF FF FF | | | | | |
| D | E | FF FF FF | | | | | |
| D | E | FF FF FF | | | | | |
| D | E | FF FF FF | | | | | |
| D | E | FF FF FF | | | | | |
| PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD | | | | | | | |
| PF8= FORWARD PF12= END | | | | | | | |

- A. SSN
- B. Pay Block: Processing
- C. Name (Last, First, MI)
- D. Selection field to display detail of a transaction; User input
- E. Selection field to delete a transaction; User Input
- F. Effective Date
- G. Transaction Type
- H. Clerk ID
- I. Error Flag
- J. Sequence Number (assigned when action suspended)

REPORT 952

LIST ACTIONS ON SUSPENSE - SACT

PAYROLL

PURPOSE: To display and delete payroll transactions.

CONTENT: A listing of suspended transactions by Effective Date, Transaction Type or Clerk Id.

SEQUENCE: When selected by Effective Date, all transactions that have an Effective Date less than or equal to the user inputted Effective Date are listed in chronological, descending order.

COMMAND: _____

NPPS

LIST ACTIONS ON SUSPENSE - SACT

09/05/89

NAO1620

11:11:31

| | | | | | | |
|--------------------------------|-------------|---------------|-----------------------------|---------------------|-------------|---------------|
| SELECT ONE: EFF DATE: AAAAAAAA | | TRANS TYPE: B | CLERK ID: C | | | |
| SEL | SSN | DELETE | EFF. DATE
(PP FIRST DAY) | TRANSACTION
TYPE | CLERK
ID | ERROR
FLAG |
| D | EEE EE EEEE | F | GGGGGGGG | H | I | J |
| D | | F | | | | |
| D | | F | | | | |
| D | | F | | | | |
| D | | F | | | | |
| D | | F | | | | |
| D | | F | | | | |
| D | | F | | | | |
| D | | F | | | | |

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF12= END

- A. Effective Date (user input; opt.)
- B. Transaction Type (user input; opt.)
- C. Clerk Id (user input; opt.)
- D. Selection field to display detail of a transaction; User Input
- E. SSN
- F. Selection field to delete a transaction; User Input
- G. Effective Date
- H. Transaction Type
- I. Clerk ID
- J. Error Flag

REPORT 953**SF 1166 INFORMATION - TAPES****PAYROLL**

PURPOSE: To provide current pay period information that will support preparation of SF 1166 voucher and schedule of payments.

CONTENT: Net pay summary information for the center for the current pay period

SEQUENCE: N/A

| | | | |
|---------------------------------------------------------|------------|-----------------------------|----------|
| COMMAND: _____ | | NPPS | 09/05/89 |
| NAO4100 | | SF 1166 INFORMATION - TAPES | 11:11:31 |
| | | | 2 |
| EFT PAYMENTS | ITEM COUNT | AMOUNT | |
| NET PAY | III | BBBBB.BB | |
| SAVINGS ALLOTMENTS | KKK | CCC.CC | |
| TSP LOAN | LLL | DDD.DD | |
| TOTAL | NNNN | FFFFF.FF | |
| NON EFT PAYMENTS | ITEM COUNT | AMOUNT | |
| NAME ONLY - OFFICE CKS | JJJ | 0000.00 | |
| NAME ONLY - AWARDS CKS | QQQ | PPP.PP | |
| SALARY CHECKS MAILED | HHH | AAA.AA | |
| MISCELLANEOUS CHECKS | RRR | SSS.SS | |
| TOTAL | TTTT | UUUU.UU | |
| PF1 = HELP PF3 = PREV SCREEN PF5 = MAIN MENU PF12 = END | | | |
| ENTER= NEXT SCREEN | | | |

See Next Page for Data Elements

**SF 1166 INFORMATION - TAPES
DATA ELEMENTS
REPORT 953**

- A. Total of Net Earnings: B/W + Award: Net Earnings (if Award: Local Check = 'B') Paid Via Mailing Address (Net Pay: Disposition Code = 0 and Office Check = blank)
- B. Total of Net Earnings: B/W + Award: Net Earnings (if Award: Local Check = 'B') Paid Via DD/EFT (Net Pay: Disposition Code = 2)
- C. Total of Voluntary Allot: B/W
- D. Total of (TSP: Loan Ded 1 B/W + TSP: Loan Ded 2 B/W + TSP: Loan 1 Adjustment + TSP: Loan 2 Adjustment)
- F. B + C + D
- H. Count of A
- I. Count of B
- J. Count of O
- K. Count of (Voluntary Allot: B/W > 0 and Voluntary Allot: Ded Code = Blank and Voluntary Allot: Req'st Amt > 0)
- L. Count of (TSP: Loan Ded 1 B/W > 0) + Count of (TSP: Loan Ded 2 B/W > 0)
- N. I + K + L
- O. Total of Net Earnings: B/W + Award: Net Earnings (if Award: Local Check = 'B') Paid Via Office Address (Net Pay: Disposition Code = 0 and Office Check = 'Y')
- P. Total of Award: Net Earnings (if Award: Local Check = 'Y') + Award Net Amount for Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date
- Q. Count of P
- R. Count of [Child Support: B/W not equal 0 +
Bankruptcy: B/W not equal 0 +
Indebtedness Due U.S.: B/W not equal 0 +
Empl Grnsh Crnt Ded Amt not equal 0 +
1 (if NEBA: Total B/W not equal 0) +
Number of Union Code (if Union Dues: B/W not equal 0) +
Number of CFC Agency Code (if CFC: B/W not equal 0)]
- S. Total of [Child Support: B/W (1:3) + Bankruptcy: B/W + Indebtedness Due U.S.: B/W (1:5) + Empl Grnsh Crnt Ded Amt (1-9) + NEBA: Total B/W + Union Dues: B/W + CFC: B/W]
- T. J + Q + H + R
- U. O + P + A + S

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals to user designated center code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0 or Award: Amount > 0 (if Award: Local Check = 'B') and
- All Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date

REPORT 954**SF 1166 INFORMATION - FEDERAL RESERVE TAXES****PAYROLL**

PURPOSE: To provide current pay period information that will support preparation of SF 1166 voucher and schedule of payments.

CONTENT: Federal tax withholding information for the center for the current pay period.

SEQUENCE: N/A

| NPPS | | | |
|------------------------------------------------------------------------|------------------------|---------------------------------------------|----------------------|
| COMMAND: _____ | | SF 1166 INFORMATION - FEDERAL RESERVE TAXES | 09/05/89
11:11:31 |
| FED TAX
WITHHELD | FICA
WITHHELD | HIT
WITHHELD | COMBINED
TOTAL |
| AAA.AA | BBB.BB | CC.CC | DDDD.DD |
| | GOVT
FICA
EEE.EE | GOVT
HIT
FF.FF | |
| TOTAL FEDERAL RESERVE DEPOSIT
GGGG.GG | | | |
| PF1 = HELP PF3 = PREV SCREEN PF5 = MAIN MENU PF12 = END | | | |

- A. Total of
[Federal Tax: B/W
+ Federal Tax: Adjustment
+ Federal Tax: Award B/W (if
Award: Designated Agent Check
not = Blank)]
+ Award Federal Tax Deduction
Amount
- B. Total of
+ FICA: B/W
+ FICA: Adjustment
+ FICA: Award B/W (if Award:
Designated Agent Check not =
Blank)]
+ Award OASDI Deduction Amount
- C. Total of
[HIT: B/W
+ HIT: Adjustment
+ HIT: Award B/W (if Award:
Designated Agent Check not =
Blank)]
+ Award HIT Deduction Amount
- D. A + B + C

- E. Total of
[FICA: Govt Contr B/W
+ FICA: Govt Contr Cur Adj
+ FICA: Govt Contr Cur Award (if
Award: Designated Agent Check
not = Blank)]
+ Award OASDI Government
Contribution Amount (for all Non
Personnel Action Cash Awards
selected)
- F. Total of
[HIT: Govt Contr B/W
+ HIT: Govt Contr Cur Adj
+ HIT: Govt Contr Cur Award (if
Award: Designated Agent Check
not = Blank)]
+ Award HIT Government
Contribution Amount (for all Non
Personnel Action Cash Awards
selected)
- G. A + B + C + E + F

SELECTION CRITERIA

Includes all employees with the following
criteria:

- Installation Code equals user
designated center code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0 and
- All Non-Personnel Action Cash
Awards with an Award Payment Date
equal to the current pay date

REPORT 955

VOUCHER INFORMATION - SF 2812, SF 2812A, AND
OPM1523 FEHB BREAKOUT

PAYROLL

PURPOSE:

To provide current pay period information that will support preparation of SF 2812 and OPM1523.

CONTENT:

FEHB deductions, contributions and collections/refunds for the center for the current pay period.

SEQUENCE:

N/A

| | | |
|----------------------------|--------------------------------------------|----------|
| NPPS | | |
| COMMAND: _____ | VOUCHER INFORMATION - SF 2812, SF2812A AND | 09/05/89 |
| NAO4300 | OPM1523 FEHB BREAKOUT | 11:11:31 |
| HEALTH BENEFITS DEDUCTIONS | | |
| EMPLOYEE AMT | AAAA.AA | |
| GOVT. CONTR | BBBB.BB | |
| CASH COLL. | CCCC.CC | |
| SPOUSAL PAYMT. | DDDD.DD | |
| YTD FEHB ADJ (this PP) | FFFF.FF | |
| TOTAL FEHB | EEEE.EE | |
| PF1 = HELP | | |
| ENTER = FORWARD | | |
| PF5 = MAIN MENU | | |
| PF12 = END | | |

- A. FEHB: B/W + FEHB: Prior Adj + FEHB: Cur Adj
- B. FEHB: Govt Contr B/W + FEHB: Govt Contr Cash Collection Adj + FEHB: Govt Contr Cur Adj + FEHB: Govt Contr Prior Adj
- C. FEHB: Cash Collection
- D. FEHB: Spousal Payment
- E. A + B + C + D + F
- F. FEHB: Deduction YTD Cntl Diff + FEHB: Govt Contr YTD Cntl Diff

REPORT 955**VOUCHER INFORMATION - SF 2812, SF 2812A, AND
OPM1523 FEHB BREAKOUT****PAYROLL**

PURPOSE: To provide current pay period information that will support preparation of SF 2812 and OPM1523.

CONTENT: The total amount that has been deducted for each health plan for the center for the current pay period.

SEQUENCE: N/A

| | | | | | | |
|------------------------------------------------------------------------|-------|------------------------------------------------------------------------------|----------|--------------|----------------------|--|
| COMMAND: _____ | | NPPS
VOUCHER INFORMATION - SF 2812, SF 2812A AND
OPM1523 FEHB BREAKOUT | | | 09/05/89
11:11:31 | |
| ENROLL
CODE NO. | | HEALTH BENEFITS DEDUCTIONS
--- NUMBER OF PAYMENTS --- | | FULL PREMIUM | | |
| AMOUNT | | MADE | NOT MADE | SPOUSAL | | |
| AAA | BB.BB | C | D | E | F | |
| AAA | BB.BB | C | D | E | F | |
| AAA | BB.BB | C | D | E | F | |
| AAA | BB.BB | C | D | E | F | |
| AAA | BB.BB | C | D | E | F | |
| PF1 = HELP PF3 = PREV SCREEN PF5 = MAIN MENU PF12 = END | | | | | | |

See Next Page for Data Elements

**VOUCHER INFORMATION - SF 2812, SF 2812A, AND OPM1523 FEHB BREAKOUT
DATA ELEMENTS
REPORT 955**

- A. ' ' or
FEHB: Plan Code or FEHB: Prior Plan Code or FEHB: Cash Collection Plan Code or FEHB: Spousal Carrier Code
- B. Total of (FEHB: Emp YTD Adj Diff + FEHB: Gov YTD Adj Diff) if [FEHB: Plan Code = ' ', 'ZZX', 'ZZY', 'ZZZ' and (FEHB: Emp YTD Adj Diff not equal 0 or FEHB: Gov YTD Adj Diff not equal 0)] or
Total of
(FEHB: B/W + FEHB: Cash Collection + FEHB: Spousal Payment Amt +
FEHB: Prior Adj + FEHB: Current Adj + FEHB: Govt Contr B/W +
FEHB: Cash Collection Adj + FEHB: Current Govt Adj Erngs +
FEHB: Govt Contr Prior Adj + FEHB: Emp YTD Adj Diff +
FEHB: Gov YTD Adj Diff) in category if FEHB: Plan Code, FEHB: Prior Plan Code, FEHB: Cash Collection Plan Code not equal ' ', 'ZZX', 'ZZY', 'ZZZ'
- C. Count of (FEHB: B/W > 0)
- D. Count of (FEHB: B/W = 0)
- E. Count of Spousal records
- F. Count of (FEHB: B/W > 0 and FEHB: Contribution Flag = 'Y')

SELECTION CRITERIA:

Includes all employees except those with any of the following criteria:

- Installation Code not equal to user designated center code
- Duty Status equals 'Z' and Reactivation Indicator equals '3'

For Spousal Health:

Includes all employees with the following criteria:

- Spousal center equals user designated center code
- Spousal period equals Pay Cntl: Pay Period
- Spousal Data Date between Pay Cntl: Current PP Begin Date + 3 and Pay Cntl: Current PP Ending Date + 3

REPORT 956

SF 1166 INFORMATION - CFC TOTALS

PAYROLL

PURPOSE: To provide current pay period information that will support preparation of SF 1166 voucher and schedule of payments.

CONTENT: The total amount deducted for each CFC organization for the center and grand total for the current pay period.

SEQUENCE: N/A

| | | |
|------------------------------|------------------------------------------|-------------------------------|
| END OF DATA | NPPS | |
| COMMAND: _____ | SF 1166 INFORMATION - CFC TOTALS | 09/08/89 |
| NAO4500 | | 11:11:31 |
| <div></div> | | |
| CFC ORGANIZATION | AMOUNT | |
| AAAAAAAAAAAAAAAAAAAAAAAAAAAA | BB.BB | |
| AAAAAAAAAAAAAAAAAAAAAAAAAAAA | BB.BB | |
| AAAAAAAAAAAAAAAAAAAAAAAAAAAA | BB.BB | |
| AAAAAAAAAAAAAAAAAAAAAAAAAAAA | BB.BB | |
| AAAAAAAAAAAAAAAAAAAAAAAAAAAA | BB.BB | |
| <div></div> | | |
| TOTAL AMOUNT | CC.CC | |
| <div></div> | | |
| PF1 = HELP | PF3 = PREV SCREEN
ENTER = NEXT SCREEN | PF5 = MAIN MENU
PF12 = END |

- A. CFC Name
- B. Total of (CFC: B/W + CFC: Adjustment) in that CFC
- C. Grand total of CFC amounts contributed to CFC organization

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0
- CFC: Agency Code not equal blank and not equal 0

REPORT 957

SF 1166 INFORMATION - UNION DUES

PAYROLL

PURPOSE:

To provide current pay period information that will support preparation of SF 1166 voucher and schedule of payments.

CONTENT:

Displays the total amountdeducted for Union Dues and the grand total for the current pay period.

SEQUENCE:

N/A

| | | | |
|-----------------------------------------------------------------------------------------------|--|----------------------------------|--|
| END OF DATA | | NPPS | |
| COMMAND: _____ | | SF 1166 INFORMATION - UNION DUES | |
| NAO4700 | | 09/09/89
11:11:31 | |
| UNION NAME | | AMOUNT | |
| AAAAAAAAAAAAAAAAAAAAAAAAAAAA | | BB.B | |
| TOTAL AMOUNT | | CC.C | |
| PF1 = HELP PF3 = PREV SCREEN PF5 = MAIN MENU PF12 = END
ENTER = NEXT SCREEN | | | |

- A. Union Name

B. Total of (Union Dues: B/W
+ Union Dues: Adjustment)
in that Union

C. Grand total of Union Dues
- SELECTION CRITERIA

Includes all employees with the following
criteria:

- Installation Code equals user
designated center code

- Duty Status not equal 'Z'

- Reactivation Indicator not equal 3

- Gross Earnings: B/W not equal 0

- Union Code not equal 0

REPORT 958

SF 1166 INFORMATION - SF 16BOND

PAYROLL

PURPOSE: To provide current pay period information that will support preparation of SF 1166 voucher and schedule of payments.

CONTENT: Number of bonds that have been purchased by denomination and total purchase price.

SEQUENCE: N/A

| END OF DATA - PRESS ENTER FOR TOTALS | NPPS | | | | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------|--------------------------|--------------|--------|---|---|---|-----------------------------|--|--------------------|---|--|---|
| COMMAND: _____ | SF 1166 INFORMATION - SF 16BOND | 09/09/89 | | | | | | | | | | | | |
| NAO4800 | | 11:11:31 | | | | | | | | | | | | |
| <table><thead><tr><th>TOTAL BONDS
PURCHASED</th><th>DENOMINATION</th><th>AMOUNT</th></tr><tr><th>A</th><th>B</th><th>C</th></tr></thead><tbody><tr><td colspan="2">GRAND TOTAL BONDS PURCHASED</td><td>GRAND TOTAL AMOUNT</td></tr><tr><td>D</td><td></td><td>E</td></tr></tbody></table> | | | TOTAL BONDS
PURCHASED | DENOMINATION | AMOUNT | A | B | C | GRAND TOTAL BONDS PURCHASED | | GRAND TOTAL AMOUNT | D | | E |
| TOTAL BONDS
PURCHASED | DENOMINATION | AMOUNT | | | | | | | | | | | | |
| A | B | C | | | | | | | | | | | | |
| GRAND TOTAL BONDS PURCHASED | | GRAND TOTAL AMOUNT | | | | | | | | | | | | |
| D | | E | | | | | | | | | | | | |
| PF1 = HELP | PF3 = PREV SCREEN
ENTER = NEXT SCREEN | PF5 = MAIN MENU
PF12 = END | | | | | | | | | | | | |

- A. Count of BOND purchased in that Bond: Denomination
(if Bond: Status not = 'D' and Bond: Purchase Indicator = '1' and Bond: Denomination not = 0)
- B. Bond: Denomination
- C. A * Bond Price

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0

REPORT 959**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 1 OF 17)**

PAYROLL

PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

CONTENT: For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.

OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.

NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.

DIFFERENCE: The adjustment amount.

| | | | |
|------------------|------------------|----------------------------------------------|---------------|
| COMMAND: _____ | | NPP | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 1 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| EARNINGS: | | | |
| AUO | HHH.HH | III.II | JJJ.JJ |
| AVAILABILITY PAY | ZZZ.ZZ | bbb.bb | ccc.cc |
| AWARD NET | ddd.dd | eee.ee | fff.ff |
| BASE | BBB.BB | CCC.CC | DDD.DD |
| BASE TRANS IN | ggg.gg | hhh.hh | iii.ii |
| BOND REFUND | EEE.EE | FFF.FF | GGG.GG |
| CASH AWARDS | jjj.jj | kkk.kk | lll.ll |
| CITY GROSS | KKK.KK | LLL.LL | MMM.MM |
| CITY GRS MTD | NNN.NN | OOO.OO | PPP.PP |
| CITY GRS QTD | QQQ.QQ | RRR.RR | SSS.SS |
| COLA | TTT.TT | UUU.UU | VVV.VV |
| COLA QTD | WWW.WW | XXX.XX | YYY.YY |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 1/17**

- A. Pay Block Number
- B. YTD-BASE-EARN-OLD
- C. YTD-BASE-EARN-ADJ
- D. YTD-BASE-EARN-CHG
- E. YTD-BOND-REFUND-OLD
- F. YTD-BOND-REFUND-ADJ
- G. YTD-BOND-REFUND-CHG
- H. Total Admn Unctrd OT Cntr Old
- I. Total Admn Unctrd OT Cntr New
- J. Total Admn Unctrd OT Cntr Dif
- K. YTD-CITY-TAX-OLD-EARN
- L. YTD-CITY-TAX-ADJ-EARN
- M. YTD-CITY-TAX-CHG-EARN
- N. MTD-CITY-TAX-OLD-EARN
- O. MTD-CITY-TAX-ADJ-EARN
- P. MTD-CITY-TAX-CHG-EARN
- Q. QTD-CITY-TAX-OLD-EARN
- R. QTD-CITY-TAX-ADJ-EARN
- S. QTD-CITY-TAX-CHG-EARN
- T. YTD-COLA-OLD
- U. YTD-COLA-ADJ
- V. YTD-COLA-CHG
- W. YTD-QTD-COLA-OLD
- X. YTD-QTD-COLA-ADJ
- Y. YTD-QTD-COLA-CHG
- Z. Availability Pay: Total Cntr Old
- b. Availability Pay: Total Cntr New
- c. Availability Pay: Total Cntr Diff
- d. Empl YTD Net Award Amt Cntr Old
- e. Empl YTD Net Award Amt Cntr New
- f. Empl YTD Net Award Amt Cntr Diff
- g. Base Earnings: Trans In Cntl Old
- h. Base Earnings: Trans In Cntl New
- i. Base Earnings: Trans In Cntl Diff
- j. Award: Amount Cntl Old
- k. Award: Amount Cntl New
- l. Award: Amount Cntl Diff

REPORT 959

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 2 OF 17)

PAYROLL

- PURPOSE:
- To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.
- CONTENT:
- For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.
- OLD TOTAL:
- The accumulation value before the adjustment is applied is added to this field.
- NEW TOTAL:
- The accumulation value after the adjustment is applied is added to this field.
- DIFFERENCE:
- The adjustment amount.

| | | | |
|----------------|------------------|----------------------------------------------|---------------|
| COMMAND: _____ | | NPPS | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 2 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| EARNINGS: | | | |
| CNTY GROSS | ZZZ.ZZ | bbb.bb | ccc.cc |
| CNTY GRS MTD | ddd.dd | eee.ee | fff.ff |
| CNTY GRS QTD | ggg.gg | hhh.hh | iii.ii |
| EIC | BBB.BB | CCC.CC | DDD.DD |
| FERS | EEE.EE | FFF.FF | GGG.GG |
| FICA | HHH.HH | III.II | JJJ.JJ |
| FICA QTD | KKK.KK | LLL.LL | MMM.MM |
| FICA TRANS IN | NNN.NN | OOO.OO | PPP.PP |
| FIRE FIGHTERS | WWW.WW | XXX.XX | YYY.YY |
| FOREIGN DIFF | QQQ.QQ | RRR.RR | SSS.SS |
| GROSS | TTT.TT | UUU.UU | VVV.VV |
| HAZARDOUS | WWW.WW | XXX.XX | YYY.YY |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 2/17**

- A. Pay Block Number
- B. YTD-EIC-OLD-EARN
- C. YTD-EIC-ADJ-EARN
- D. YTD-EIC-CHG-EARN
- E. YTD-FERS-EARN-OLD
- F. YTD-FERS-EARN-ADJ
- G. YTD-FERS-EARN-CHG
- H. YTD-EARN-FICA-OLD
- I. YTD-EARN-FICA-ADJ
- J. YTD-EARN-FICA-CHG
- K. YTD-QTD-EARN-FICA-OLD
- L. YTD-QTD-EARN-FICA-ADJ
- M. YTD-QTD-EARN-FICA-CHG
- N. YTD-FICA-TRANSFER-OLD
- O. YTD-FICA-TRANSFER-ADJ
- P. YTD-FICA-TRANSFER-CHG
- Q. YTD-FOREIGN-DIFF-OLD-EARN
- R. YTD-FOREIGN-DIFF-ADJ-EARN
- S. YTD-FOREIGN-DIFF-CHG-EARN
- T. YTD-GROSS-OLD
- U. YTD-GROSS-ADJ
- V. YTD-GROSS-CHG
- W. YTD-HAZ-AMT-OLD-EARN
- X. YTD-HAZ-AMT-ADJ-EARN
- Y. YTD-HAZ-AMT-CHG-EARN
- Z. YTD-CNTY-TAX-OLD-EARN
- b. YTD-CNTY-TAX-ADJ-EARN
- c. YTD-CNTY-TAX-CHG-EARN
- d. MTD-CNTY-TAX-OLD-EARN
- e. MTD-CNTY-TAX-ADJ-EARN
- f. MTD-CNTY-TAX-CHG-EARN
- g. QTD-CNTY-TAX-OLD-EARN
- h. QTD-CNTY-TAX-ADJ-EARN
- i. QTD-CNTY-TAX-CHG-EARN

REPORT 959

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 3 OF 17)

PAYROLL

- PURPOSE:
- To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.
- CONTENT:
- For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.
- OLD TOTAL:
- The accumulation value before the adjustment is applied is added to this field.
- NEW TOTAL:
- The accumulation value after the adjustment is applied is added to this field.
- DIFFERENCE:
- The adjustment amount.

| | | | |
|-----------------------|------------------|----------------------------------------------|---------------|
| COMMAND: _____ | | NPPS | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 3 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| EARNINGS: | | | |
| HIT | ZZZ.ZZ | bbb.bb | ccc.cc |
| HIT QTD | BBB.BB | CCC.CC | DDD.DD |
| LOCAL PAY | ddd.dd | eee.ee | fff.ff |
| LUMP SUM LV | EEE.EE | FFF.FF | GGG.GG |
| NET | ggg.gg | hhh.hh | iii.ii |
| NIGHT DIFF | HHH.HH | III.II | JJJ.JJ |
| OVERTIME | KKK.KK | LLL.LL | MMM.MM |
| PCS NOT SUBJ CITY TAX | NNN.NN | OOO.OO | PPP.PP |
| PCS CITY TAX | QQQ.QQ | RRR.RR | SSS.SS |
| PCS CITY MTD | TTT.TT | UUU.UU | VVV.VV |
| PCS CITY QTD | WWW.WW | XXX.XX | YYY.YY |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 3/17**

- A. Pay Block Number
- B. QTD-EARN-HIT-OLD
- C. QTD-EARN-HIT-ADJ
- D. QTD-EARN-HIT-CHG
- E. YTD-LUMPSUM-LV-OLD-EARN
- F. YTD-LUMPSUM-LV-ADJ-EARN
- G. YTD-LUMPSUM-LV-CHG-EARN
- H. YTD-NITE-DIF-AMT-OLD
- I. YTD-NITE-DIF-AMT-ADJ
- J. YTD-NITE-DIF-AMT-CHG
- K. YTD-OT-AMT-OLD
- L. YTD-OT-AMT-ADJ
- M. YTD-OT-AMT-CHG
- N. YTD-PCS-NS-CITY-OLD
- O. YTD-PCS-NS-CITY-ADJ
- P. YTD-PCS-NS-CITY-CHG
- Q. YTD-PCS-SUB-CITY-OLD
- R. YTD-PCS-SUB-CITY-ADJ
- S. YTD-PCS-SUB-CITY-CHG
- T. MTD-PCS-CITY-EARN-OLD
- U. MTD-PCS-CITY-EARN-ADJ
- V. MTD-PCS-CITY-EARN-CHG
- W. QTD-PCS-CITY-EARN-OLD
- X. QTD-PCS-CITY-EARN-ADJ
- Y. QTD-PCS-CITY-EARN-CHG
- Z. YTD-EARN-HIT-OLD
- b. YTD-EARN-HIT-ADJ
- c. YTD-EARN-HIT-CHG
- d. Total Local Pay Ded Adj Old
- e. Total Local Pay Ded Adj New
- f. Total Local Pay Ded Adj Diff
- g. Net Earn: YTD Cntl Old
- h. Net Earn: YTD Cntl New
- i. Net Earn: YTD Cntl Diff
- j. Empl Trnsfr In Lcl Pay Cntl Old
- k. Empl Trnsfr In Lcl Pay Cntl New
- l. Empl Trnsfr In Lcl Pay Cntl Diff

REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 4 OF 17) PAYROLL

PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

CONTENT: For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.

OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.

NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.

DIFFERENCE: The adjustment amount.

| | | | |
|------------------------|------------------|----------------------------------------------|---------------|
| COMMAND: _____ | | NPPS | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 4 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| EARNINGS: | | | |
| PCS NOT SUB CNTY TAX | jjj.jj | kkk.kk | lll.ll |
| PCS CNTY TAX | zzz.zz | bbb.bb | ccc.cc |
| PCS CNTY MTD | BBB.BB | CCC.CC | DDD.DD |
| PCS CNTY QTD | EEE.EE | FFF.FF | GGG.GG |
| PCS FICA | ddd.dd | eee.ee | fff.ff |
| PCS FICA QTD | TTT.TT | VVV.UU | VVV.VV |
| PCS HIT | ggg.gg | hhh.hh | iii.ii |
| PCS HIT QTD | WWW.WW | XXX.XX | YYY.YY |
| PCS NOT SUBJ STATE TAX | HHH.HH | III.II | JJJ.JJ |
| PCS STATE TAX | KKK.KK | LLL.LL | MMM.MM |
| PCS STATE MTD | NNN.NN | OOO.OO | PPP.PP |
| PCS STATE QTD | QQQ.QQ | RRR.RR | SSS.SS |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 4/17**

- A. Pay Block Number
- B. MTD-PCS-CNTY-EARN-OLD
- C. MTD-PCS-CNTY-EARN-ADJ
- D. MTD-PCS-CNTY-EARN-CHG
- E. QTD-PCS-CNTY-EARN-OLD
- F. QTD-PCS-CNTY-EARN-ADJ
- G. QTD-PCS-CNTY-EARN-CHG
- H. YTD-PCS-NS-STATE-OLD
- I. YTD-PCS-NS-STATE-ADJ
- J. YTD-PCS-NS-STATE-CHG
- K. YTD-PCS-SUB-STATE-OLD
- L. YTD-PCS-SUB-STATE-ADJ
- M. YTD-PCS-SUB-STATE-CHG
- N. MTD-PCS-STATE-EARN-OLD
- O. MTD-PCS-STATE-EARN-ADJ
- P. MTD-PCS-STATE-EARN-CHG
- Q. QTD-PCS-STATE-EARN-OLD
- R. QTD-PCS-STATE-EARN-ADJ
- S. QTD-PCS-STATE-EARN-CHG
- T. PCS: FICA ERNGS QTD CNTL OLD
- U. PCS: FICA ERNGS QTD CNTL NEW
- V. PCS: FICA ERNGS QTD CNTL DIFF
- W. PCS: HIT ERNGS QTD CNTL OLD
- X. PCS: HIT ERNGS QTD CNTL NEW
- Y. PCS: HIT ERNGS QTD CNTL DIFF
- Z. YTD-PCS-SUB-CNTY-OLD
- b. YTD-PCS-SUB-CNTY-ADJ
- c. YTD-PCS-SUB-CNTY-CHG
- d. PCS Cntrl Earn FICA YTD Old Amt
- e. PCS Cntrl Earn FICA YTD New Amt
- f. PCS Cntrl Earn FICA YTD Diff Amt
- g. PCS Cntrl Earn HIT YTD Old Amt
- h. PCS Cntrl Earn HIT YTD New Amt
- i. PCS Cntrl Earn HIT YTD Diff Amt
- j. YTD-PCS-NS-CNTY-OLD
- k. YTD-PCS-NS-CNTY-ADJ
- l. YTD-PCS-NS-CNTY-CHG

REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 5 OF 17) PAYROLL

PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

CONTENT: For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.

OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.

NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.

DIFFERENCE: The adjustment amount.

| | | | |
|----------------------|------------------|----------------------------------------------|---------------|
| COMMAND: _____ | | NPPS | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 5 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| EARNINGS: | | | |
| PCS NOT SUBJ FED TAX | KKK.KK | LLL.LL | MMM.MM |
| PCS FED TAX | NNN.NN | OOO.OO | PPP.PP |
| PCS FED TAX QTD | QQQ.QQ | RRR.RR | SSS.SS |
| RETENTION ALLOW | TTT.TT | UUU.UU | VVV.VV |
| STAFF DIFF | WWW.WW | XXX.XX | YYY.YY |
| STATE GROSS | ZZZ.ZZ | bbb.bb | ccc.cc |
| STATE GRS MTD | jjj.jj | kkk.kk | lll.ll |
| STATE GRS QTD | ddd.dd | eee.ee | fff.ff |
| STAT CUT | BBB.BB | CCC.CC | DDD.DD |
| SUNDAY DIFF | EEE.EE | FFF.FF | GGG.GG |
| SUPER DIFF | ggg.gg | hhh.hh | iii.ii |
| TAXABLE | HHH.HH | III.II | JJJ.JJ |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 5/17**

- A. Pay Block Number
- B. YTD-STATUTORY-CT-OLD
- C. YTD-STATUTORY-CT-ADJ
- D. YTD-STATUTORY-CT-CHG
- E. YTD-SUNDAY-DIFF-AMT-OLD
- F. YTD-SUNDAY-DIFF-AMT-ADJ
- G. YTD-SUNDAY-DIFF-AMT-CHG
- H. YTD-TAXABLE-OLD
- I. YTD-TAXABLE-ADJ
- J. YTD-TAXABLE-CHG
- K. YTD-PCS-NS-FED-OLD
- L. YTD-PCS-NS-FED-ADJ
- M. YTD-PCS-NS-FED-CHG
- N. YTD-PCS-SUB-FED-OLD
- O. YTD-PCS-SUB-FED-ADJ
- P. YTD-PCS-SUB-FED-CHG
- Q. PCS: FED TAX ERNGS QTD CNTL OLD
- R. PCS: FED TAX ERNGS QTD CNTL NEW
- S. PCS: FED TAX ERNGS QTD CNTL DIFF
- T. Retention Allow: YTD Cntl Old
- U. Retention Allow: YTD Cntl New
- V. Retention Allow: YTD Cntl Diff
- W. Total Stff Diff Cntr Old
- X. Total Stff Diff Cntr New
- Y. Total Stff Diff Cntr Diff
- Z. YTD-STATE-TAX-EARN-OLD
- b. YTD-STATE-TAX-EARN-ADJ
- c. YTD-STATE-TAX-EARN-CHG
- d. QTD-STATE-TAX-EARN-OLD
- e. QTD-STATE-TAX-EARN-ADJ
- f. QTD-STATE-TAX-EARN-CHG
- g. SupervisoryDiff: YTD Cntl OLD
- h. Supervisory Diff: YTD Cntl NEW
- i. Supervisory Diff: YTD Cntl DIFF
- j. MTD-STATE-TAX-EARN-OLD
- k. MTD-STATE-TAX-EARN-ADJ
- l. MTD-STATE-TAX-EARN-CHG

REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 6 OF 17) PAYROLL

PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

CONTENT: For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.

OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.

NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.

DIFFERENCE: The adjustment amount.

| | | | | |
|----------------|-----------|----------------------------------------------|----------------|---------------|
| COMMAND: _____ | | NPPS | | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 6 OF 17 | | |
| ----- | | | | |
| PAY BLOCK: AA | | | | |
| | | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| EARNINGS: | | | | |
| TAXABLE | MTD | ZZZ.ZZ | aaa.aa | bbb.bb |
| TAXABLE | QTD | ccc.cc | ddd.dd | eee.ee |
| TAXABLE | CITY | fff.ff | ggg.gg | hhh.hh |
| TAXABLE | CITY MTD | BBB.BB | CCC.CC | DDD.DD |
| TAXABLE | CITY QTD | EEE.EE | FFF.FF | GGG.GG |
| TAXABLE | CNTY | HHH.HH | III.II | JJJ.JJ |
| TAXABLE | CNTY MTD | KKK.KK | LLL.LL | MMM.MM |
| TAXABLE | CNTY QTD | NNN.NN | OOO.OO | PPP.PP |
| TAXABLE | STATE | QQQ.QQ | RRR.RR | SSS.SS |
| TAXABLE | STATE MTD | TTT.TT | UUU.UU | VVV.VV |
| TAXABLE | STATE QTD | WWW.WW | XXX.XX | YYY.YY |
| ----- | | | | |
| PF1= HELP | | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 6/17**

- A. Pay Block Number
- B. MTD-CITY-TAXABLE-OLD
- C. MTD-CITY-TAXABLE-ADJ
- D. MTD-CITY-TAXABLE-CHG
- E. QTD-CITY-TAXABLE-OLD
- F. QTD-CITY-TAXABLE-ADJ
- G. QTD-CITY-TAXABLE-CHG
- H. MTD-CNTY-TAXABLE-OLD
- I. MTD-CNTY-TAXABLE-ADJ
- J. MTD-CNTY-TAXABLE-CHG
- N. QTD-CNTY-TAXABLE-OLD
- O. QTD-CNTY-TAXABLE-ADJ
- P. QTD-CNTY-TAXABLE-CHG
- Q. YTD-STATE-TAXABLE-OLD
- R. YTD-STATE-TAXABLE-ADJ
- S. YTD-STATE-TAXABLE-CHG
- T. MTD-ST-TAXABLE-OLD
- U. MTD-ST-TAXABLE-ADJ
- V. MTD-ST-TAXABLE-CHG
- W. QTD-ST-TAXABLE-OLD
- X. QTD-ST-TAXABLE-ADJ
- Y. QTD-ST-TAXABLE-CHG
- Z. MTD-TAXABLE-OLD
- a. MTD-TAXABLE-ADJ
- b. MTD-TAXABLE-CHG
- c. QTD-TAXABLE-OLD
- d. QTD-TAXABLE-ADJ
- e. QTD-TAXABLE-CHG
- f. YTD-CITY-TAXABLE-OLD
- g. YTD-CITY-TAXABLE-ADJ
- h. YTD-CITY-TAXABLE-CHG

REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 7 OF 17) PAYROLL

- PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.
- CONTENT: For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.
- OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.
- NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.
- DIFFERENCE: The adjustment amount.

| | | | | |
|---------------------|--|----------------------------------------------|----------------|---------------|
| COMMAND: _____ | | NPPS | | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 7 OF 17 | | |
| ----- | | | | |
| PAY BLOCK: AA | | | | |
| | | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| TSP DEDUCTIONS: | | | | |
| CY DED | | BBB.BB | CCC.CC | DDD.DD |
| GOVT BASIC AMT DIST | | EEE.EE | FFF.FF | GGG.GG |
| GOVT MATCH AMT DIST | | HHH.HH | III.II | JJJ.JJ |
| | | | | |
| | | | | |
| | | | | |
| ----- | | | | |
| PF1= HELP | | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 7/17**

- A. Pay Block Number
- B. YTD-TSP-CY-DED-OLD
- C. YTD-TSP-CY-DED-ADJ
- D. YTD-TSP-CY-DED-CHG
- E. YTD-NASA-TSP-1PCT-OLD
- F. YTD-NASA-TSP-1PCT-ADJ
- G. YTD-NASA-TSP-1PCT-CHG
- H. YTD-NASA-TSP-MATCHOLD
- I. YTD-NASA-TSP-MATCH-ADJ
- J. YTD-NASA-TSP-MATCH-CHG

REPORT 959

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 8 OF 17)

PAYROLL

- PURPOSE:
- To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.
- CONTENT:
- For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process;
- OLD TOTAL:
- The accumulation value before the adjustment is applied is added to this field.
- NEW TOTAL:
- The accumulation value after the adjustment is applied is added to this field.
- DIFFERENCE:
- The adjustment amount.

| | | | |
|-------------------|------------------|----------------------------------------------|---------------|
| COMMAND: _____ | | NPPS | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 8 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| TSP DEDUCTIONS: | | | |
| TSP STATE DED YTD | BBB.BB | CCC.CC | DDD.DD |
| TSP STATE DED MTD | EEE.EE | FFF.FF | GGG.GG |
| TSP STATE DED QTD | HHH.HH | III.II | JJJ.JJ |
| TSP CNTY DED YTD | KKK.KK | LLL.LL | MMM.MM |
| TSP CNTY DED MTD | NNN.NN | OOO.OO | PPP.PP |
| TSP CNTY DED QTD | QQQ.QQ | RRR.RR | SSS.SS |
| TSP CITY DED YTD | TTT.TT | UUU.UU | VVV.VV |
| TSP CITY DED MTD | WWW.WW | XXX.XX | YYY.YY |
| TSP CITY DED QTD | ZZZ.ZZ | bbb.bb | ccc.cc |
| TSP TRNS IN | ddd.dd | eee.ee | fff.ff |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 8/17**

- A. Pay Block Number
- B. YTD-TSP-STATE-DED-OLD
- C. YTD-TSP-STATE-DED-ADJ
- D. YTD-TSP-STATE-DED-CHG
- E. MTD-TSP-STATE-DED-OLD
- F. MTD-TSP-STATE-DED-ADJ
- G. MTD-TSP-STATE-DED-CHG
- H. QTD-TSP-STATE-DED-OLD
- I. QTD-TSP-STATE-DED-ADJ
- J. QTD-TSP-STATE-DED-CHG
- K. YTD-TSP-CNTY-DED-OLD
- L. YTD-TSP-CNTY-DED-ADJ
- M. YTD-TSP-CNTY-DED-CHG
- N. MTD-TSP-CNTY-DED-OLD
- O. MTD-TSP-CNTY-DED-ADJ
- P. MTD-TSP-CNTY-DED-CHG
- Q. QTD-TSP-CNTY-DED-OLD
- R. QTD-TSP-CNTY-DED-ADJ
- S. QTD-TSP-CNTY-DED-CHG
- T. YTD-CITY-DED-OLD
- U. YTD-CITY-DED-ADJ
- V. YTD-CITY-DED-CHG
- W. MTD-CITY-DED-OLD
- X. MTD-CITY-DED-ADJ
- Y. MTD-CITY-DED-CHG
- Z. QTD-CITY-DED-OLD
- b. QTD-CITY-DED-ADJ
- c. QTD-CITY-DED-CHG
- d. Empl Trnsfr In YTD TSP Cntr Old
- e. Empl Trnsfr In YTD TSP Cntr New
- f. Empl Trnsfr In YTD TSP Cntr Diff

REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 9 OF 17) PAYROLL

- PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.
- CONTENT: For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.
- OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.
- NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.
- DIFFERENCE: The adjustment amount.

| | | | |
|-----------------|------------------|----------------------------------------------|---------------|
| COMMAND: _____ | | NPPS | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 9 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| DEDUCTIONS: | | | |
| ADV PAY CUM | BBB.BB | CCC.CC | DDD.DD |
| ADV PAY YTD | EEE.EE | FFF.FF | GGG.GG |
| BANKRUPTCY | HHH.HH | III.II | JJJ.JJ |
| BANKRUPTCY CUM | KKK.KK | LLL.LL | MMM.MM |
| BILL OF COLL | NNN.NN | OOO.OO | PPP.PP |
| BOND | QQQ.QQ | RRR.RR | SSS.SS |
| CFC | TTT.TT | UUU.UU | VVV.VV |
| CHILD SUP | WWW.WW | XXX.XX | YYY.YY |
| CHILD SUP CUM | ZZZ.ZZ | bbb.bb | ccc.cc |
| COM GARNISH | ggg.gg | hhh.hh | iii.ii |
| COM GARNISH CUM | jjj.jj | kkk.kk | lll.ll |
| CITY TAX | ddd.dd | eee.ee | fff.ff |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 9/17**

- A. Pay Block Number
- B. Total Adv Pay Cum Ded Cntr Old
- C. Total Adv Pay Cum Ded Cntr New
- D. Total Adv Pay Cum Ded Cntr Diff
- E. Total Adv Pay YTD Ded Cntr Old
- F. Total Adv Pay YTD Ded Cntr New
- G. Total Adv Pay YTD Ded Cntr Diff
- H. YTD-BANKRUPTCY-DED-OLD
- I. YTD-BANKRUPTCY-DED-ADJ
- J. YTD-BANKRUPTCY-DED-CHG
- K. YTD-BANKRUPTCY-CUM-OLD
- L. YTD-BANKRUPTCY-CUM-ADJ
- M. YTD-BANKRUPTCY-CUM-CHG
- N. YTD-BILL-OF-COLLECTION-OLD
- O. YTD-BILL-OF-COLLECTION-ADJ
- P. YTD-BILL-OF-COLLECTION-CHG
- Q. YTD-BOND-DED-OLD
- R. YTD-BOND-DED-ADJ
- S. YTD-BOND-DED-CHG
- T. YTD-CFC-DEDUCTION-OLD
- U. YTD-CFC-DEDUCTION-ADJ
- V. YTD-CFC-DEDUCTION-CHG
- W. YTD-CHILD-SUPP-OLD
- X. YTD-CHILD-SUPP-ADJ
- Y. YTD-CHILD-SUPP-CHG
- Z. YTD-CHILD-SUPPORT-CUM-OLD
- b. YTD-CHILD-SUPPORT-CUM-ADJ
- c. YTD-CHILD-SUPPORT-CUM-CHG
- d. YTD-CITY-TAX-DED-OLD
- e. YTD-CITY-TAX-DED-ADJ
- f. YTD-CITY-TAX-DED-CHG
- g. Grnsh YTD Cntl Old
- h. Grnsh YTD Cntl New
- i. Grnsh YTD Cntl Diff
- j. Grnsh Cum Cntr Old
- k. Grnsh Cum Cntr New
- l. Grnsh Cum Cntr Diff

REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 10 OF 17) PAYROLL

PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

CONTENT: For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.

OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.

NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.

DIFFERENCE: The adjustment amount.

| | | | |
|------------------|------------------|-----------------------------------------------|---------------|
| COMMAND: _____ | | NPPS | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 10 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| DEDUCTIONS: | | | |
| CITY TAX MTD | WWW.WW | XXX.XX | YYY.YY |
| CITY TAX QTD | ZZZ.ZZ | bbb.bb | ccc.cc |
| CIV SVS CR PR | ddd.dd | eee.ee | fff.ff |
| CIV SVS CR | BBB.BB | CCC.CC | DDD.DD |
| CIV SVS CUM | EEE.EE | FFF.FF | GGG.GG |
| CIV SVS TRSF | HHH.HH | III.II | JJJ.JJ |
| CIV SVS TRSF OUT | ggg.gg | hhh.hh | iii.ii |
| CNTY TAX | KKK.KK | LLL.LL | MMM.MM |
| CNTY TAX MTD | NNN.NN | OOO.OO | PPP.PP |
| CNTY TAX QTD | QQQ.QQ | RRR.RR | SSS.SS |
| CSRS PRIOR | jjj.jj | kkk.kk | lll.ll |
| CSRS | TTT.TT | UUU.UU | VVV.VV |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 10/17**

- A. Pay Block Number
- B. YTD-CIV-SERV-CREDIT-OLD
- C. YTD-CIV-SERV-CREDIT-ADJ
- D. YTD-CIV-SERV-CREDIT-CHG
- E. YTD-CIV-SERV-CUM-OLD
- F. YTD-CIV-SERV-CUM-ADJ
- G. YTD-CIV-SERV-CUM-CHG
- H. YTD-CIV-SERV-TRANSFER-OLD
- I. YTD-CIV-SERV-TRANSFER-ADJ
- J. YTD-CIV-SERV-TRANSFER-CHG
- K. YTD-COUNTY-TAX-DED-OLD
- L. YTD-COUNTY-TAX-DED-ADJ
- M. YTD-COUNTY-TAX-DED-CHG
- N. MTD-COUNTY-TAX-DED-OLD
- O. MTD-COUNTY-TAX-DED-ADJ
- P. MTD-COUNTY-TAX-DED-CHG
- Q. QTD-COUNTY-TAX-DED-OLD
- R. QTD-COUNTY-TAX-DED-ADJ
- S. QTD-COUNTY-TAX-DED-CHG
- T. YTD-CSRS-OLD
- U. YTD-CSRS-ADJ
- V. YTD-CSRS-CHG
- W. MTD-CITY-TAX-DED-OLD
- X. MTD-CITY-TAX-DED-ADJ
- Y. MTD-CITY-TAX-DED-CHG
- Z. QTD-CITY-TAX-DED-OLD
- b. QTD-CITY-TAX-DED-ADJ
- c. QTD-CITY-TAX-DED-CHG
- d. CSRS: CIV SERV CR PYCO CNTL OLD
- e. CSRS: CIV SERV CR PYCO CNTL NEW
- f. CSRS: CIV SERV CR PYCO CNTL DIFF
- g. CSRS: CIV SV CR TR OUT CNTR OLD
- h. CSRS: CIV SV CR TR OUT CNTR NEW
- i. CSRS: CIV SV CR TR OUT CNTR DIFF
- j. CSRS: PYCO CNTL OLD
- k. CSRS: PYCO CNTL NEW
- l. CSRS: PYCO CNTL DIFF

REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 11 OF 17) PAYROLL

- PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.
- CONTENT: For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.
- OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.
- NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.
- DIFFERENCE: The adjustment amount.

| | | | |
|-----------------------|------------------|-----------------------------------------------|---------------|
| COMMAND: _____ | | NPPS | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 11 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| DEDUCTIONS: | | | |
| CSRS CUM TRANSFER | WWW.WW | XXX.XX | YYY.YY |
| CSRS GOVT | ZZZ.ZZ | bbb.bb | ccc.cc |
| CSRS TRNS OUT | ddd.dd | eee.ee | fff.ff |
| CSRS NASA CUM | BBB.BB | CCC.CC | DDD.DD |
| CSRS MIL DEP PRIOR | ggg.gg | hhh.hh | iii.ii |
| CSRS MIL DEP | EEE.EE | FFF.FF | GGG.GG |
| CSRS MIL DEP CUM | HHH.HH | III.II | JJJ.JJ |
| CSRS MIL DEP INT | KKK.KK | LLL.LL | MMM.MM |
| CSRS MIL DEP INT CUM | NNN.NN | OOO.OO | PPP.PP |
| CSRS MIL DEP TRANSFER | QQQ.QQ | RRR.RR | SSS.SS |
| CSRS MIL TR OUT | jjj.jj | kkk.kk | lll.ll |
| FED TAX | TTT.TT | UUU.UU | VVV.VV |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 11/17**

- A. Pay Block Number
- B. CUM-CSRS-NASA-OLD
- C. CUM-CSRS-NASA-ADJ
- D. CUM-CSRS-NASA-CHG
- E. YTD-CSRS-MIL-DEP-OLD
- F. YTD-CSRS-MIL-DEP-ADJ
- G. YTD-CSRS-MIL-DEP-CHG
- H. CUM-CSRS-MD-OLD
- I. CUM-CSRS-MD-ADJ
- J. CUM-CSRS-MD-CHG
- K. YTD-CSRS-MD-INT-OLD
- L. YTD-CSRS-MD-INT-ADJ
- M. YTD-CSRS-MD-INT-CHG
- N. CUM-CSRS-MD-INT-OLD
- O. CUM-CSRS-MD-INT-ADJ
- P. CUM-CSRS-MD-INT-CHG
- Q. YTD-CSRS-MD-TRANSFER-OLD
- R. YTD-CSRS-MD-TRANSFER-ADJ
- S. YTD-CSRS-MD-TRANSFER-CHG
- T. YTD-FED-WH-OLD
- U. YTD-FED-WH-ADJ
- V. YTD-FED-WH-CHG
- W. CUM-CSRS-TRANSFER-OLD
- X. CUM-CSRS-TRANSFER-ADJ
- Y. CUM-CSRS-TRANSFER-CHG
- Z. YTD-CSRS-GOVT-OLD
- b. YTD-CSRS-GOVT-ADJ
- c. YTD-CSRS-GOVT-CHG
- d. CSRS: TRAN OUT CNTL OLD
- e. CSRS: TRAN OUT CNTL NEW
- f. CSRS: TRAN OUT CNTL DIFF
- g. CSRS: MIL PYCO CNTL OLD
- h. CSRS: MIL PYCO CNTL NEW
- i. CSRS: MIL PYCO CNTL DIFF
- j. CSRS MIL: TRAN OUT CNTL OLD
- k. CSRS MIL: TRAN OUT CNTL NEW
- l. CSRS MIL: TRAN OUT CNTL DIFF

REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 12 OF 17) PAYROLL

- PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.
- CONTENT: For each accumulation (YTD QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.
- OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.
- NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.
- DIFFERENCE: The adjustment amount.

| | | | |
|----------------|------------------|-----------------------------------------------|---------------|
| COMMAND: _____ | | NPPS | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 12 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| DEDUCTIONS: | | | |
| FED TAX QTD | BBB.BB | CCC.CC | DDD.DD |
| FEGLI TOTAL | EEE.EE | FFF.FF | GGG.GG |
| FEGLI GOVT | HHH.HH | III.II | JJJ.JJ |
| FEHB | KKK.KK | LLL.LL | MMM.MM |
| FEHB GOVT | NNN.NN | OOO.OO | PPP.PP |
| FERS PRIOR | QQQ.QQ | RRR.RR | SSS.SS |
| FERS - K FUND | TTT.TT | UUU.UU | VVV.VV |
| FERS - L FUND | WWW.WW | XXX.XX | YYY.YY |
| FERS - M FUND | ZZZ.ZZ | bbb.bb | ccc.cc |
| FERS - N FUND | ddd.dd | eee.ee | fff.ff |
| FERS TRNS IN | ggg.gg | hhh.hh | iii.ii |
| FERS TRNS OUT | jjj.jj | kkk.kk | lll.ll |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 12/17**

- A. Pay Block Number
- B. QTD-FED-TAX-OLD
- C. QTD-FED-TAX-ADJ
- D. QTD-FED-TAX-CHG
- E. YTD-FEGLI-TOTAL-OLD
- F. YTD-FEGLI-TOTAL-ADJ
- G. YTD-FEGLI-TOTAL-CHG
- H. YTD-FEGLI-GOVT-OLD
- I. YTD-FEGLI-GOVT-ADJ
- J. YTD-FEGLI-GOVT-CHG
- K. YTD-FEHB-OLD
- L. YTD-FEHB-ADJ
- M. YTD-FEHB-CHG
- N. YTD-FEHB-GOVT-OLD
- O. YTD-FEHB-GOVT-ADJ
- P. YTD-FEHB-GOVT-CHG
- Q. FERS: PYCO CNTL OLD
- R. FERS: PYCO CNTL NEW
- S. FERS: PYCO CNTL DIFF
- T. FERS: (K) YTD CNTL OLD
- U. FERS: (K) YTD CNTL NEW
- V. FERS: (K) YTD CNTL DIFF
- W. FERS: (L) YTD CNTL OLD
- X. FERS: (L) YTD CNTL NEW
- Y. FERS: (L) YTD CNTL DIFF
- Z. FERS: (M) YTD CNTL OLD
- b. FERS: (M) YTD CNTL NEW
- c. FERS: (M) YTD CNTL DIFF
- d. FERS: (N) YTD CNTL OLD
- e. FERS: (N) YTD CNTL NEW
- f. FERS: (N) YTD CNTL DIFF
- g. FERS: TRAN IN CNTL OLD
- h. FERS: TRAN IN CNTL NEW
- i. FERS: TRAN IN CNTL DIFF
- j. FERS: TRAN OUT CNTL OLD
- k. FERS: TRAN OUT CNTL NEW
- l. FERS: TRAN OUT CNTL DIFF

REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 13 OF 17) PAYROLL

PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

CONTENT: For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.

OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.

NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.

DIFFERENCE: The adjustment amount.

| | | | | |
|-------------------------|------------------|-----------------------------------------------|---------------|------------|
| COMMAND: _____ | | NPPS | | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 13 OF 17 | | |
| ----- | | | | |
| PAY BLOCK: AA | | | | |
| | | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| DEDUCTIONS: | | | | |
| FERS GOVT CONT - K FUND | | BBB.BB | CCC.CC | DDD.DD |
| FERS GOVT CONT - L FUND | | EEE.EE | FFF.FF | GGG.GG |
| FERS GOVT CONT - M FUND | | HHH.HH | III.II | JJJ.JJ |
| FERS GOVT CONT - N FUND | | KKK.KK | LLL.LL | MMM.MM |
| FERS MIL DEP PR | | NNN.NN | OOO.OO | PPP.PP |
| FERS MIL DEP | | QQQ.QQ | RRR.RR | SSS.SS |
| FERS MIL DEP CUM | | TTT.TT | UUU.UU | VVV.VV |
| FERS MIL DEP INT | | WWW.WW | XXX.XX | YYY.YY |
| FERS MIL DEP INT CUM | | ZZZ.ZZ | bbb.bb | ccc.cc |
| FERS MIL DEP TRANSFER | | ddd.dd | eee.ee | fff.ff |
| FERS MIL TR OUT | | ggg.gg | hhh.hh | iii.ii |
| ----- | | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD | |
| PF8= FORWARD | PF12= END | | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 13/17**

- A. Pay Block Number
- B. FERS: GOVT (K) YTD CNTL OLD
- C. FERS: GOVT (K) YTD CNTL NEW
- D. FERS: GOVT (K) YTD CNTL DIFF
- E. FERS: GOVT (L) YTD CNTL OLD
- F. FERS: GOVT (L) YTD CNTL NEW
- G. FERS: GOVT (L) YTD CNTL DIFF
- H. FERS: GOVT (M) YTD CNTL OLD
- I. FERS: GOVT (M) YTD CNTL NEW
- J. FERS: GOVT (M) YTD CNTL DIFF
- K. FERS: GOVT(N) YTD CNTL OLD
- L. FERS: GOVT (N) YTD CNTL NEW
- M. FERS: GOVT (N) YTD CNTL DIFF
- N. FERS: MIL PYCO CNTL OLD
- O. FERS: MIL PYCO CNTL NEW
- P. FERS: MIL PYCO CNTL DIFF
- Q. YTD-FERS-MIL-DEP-OLD
- R. YTD-FERS-MIL-DEP-ADJ
- S. YTD-FERS-MIL-DEP-CHG
- T. CUM-FERS-MIL-DEP-OLD
- U. CUM-FERS-MIL-DEP-ADJ
- V. CUM-FERS-MIL-DEP-CHG
- W. YTD-FERS-MD-INT-OLD
- X. YTD-FERS-MD-INT-ADJ
- Y. YTD-FERS-MD-INT-CHG
- Z. CUM-FERS-MD-INT-OLD
- b. CUM-FERS-MD-INT-ADJ
- c. CUM-FERS-MD-INT-CHG
- d. YTD-FERS-MD-TRANSFER-OLD
- e. YTD-FERS-MDTRANSFER-ADJ
- f. YTD-FERS-MD-TRANSFER-CHG
- g. FERS: MIL TRAN OUT CNTL OLD
- h. FERS: MIL TRAN OUT CNTL NEW
- i. FERS: MIL TRAN OUT CNTL DIFF

REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 14 OF 17) PAYROLL

- PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.
- CONTENT: For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.
- OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.
- NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.
- DIFFERENCE: The adjustment amount.

| | | | |
|----------------|------------------|-----------------------------------------------|---------------|
| COMMAND: _____ | | NPPS | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 14 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| DEDUCTIONS: | | | |
| FERS NASA CUM | BBB.BB | CCC.CC | DDD.DD |
| FICA | EEE.EE | FFF.FF | GGG.GG |
| FICA QTD | HHH.HH | III.II | JJJ.JJ |
| FICA GOVT | KKK.KK | LLL.LL | MMM.MM |
| FICA GOVT QTD | NNN.NN | OOO.OO | PPP.PP |
| FICA TRNS IN | QQQ.QQ | RRR.RR | SSS.SS |
| HIT | TTT.TT | UUU.UU | VVV.VV |
| HIT QTD | WWW.WW | XXX.XX | YYY.YY |
| HIT GOVT | ZZZ.ZZ | bbb.bb | ccc.cc |
| HIT GOVT QTD | ddd.dd | eee.ee | fff.ff |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 14/17**

- A. Pay Block Number
- B. CUM-NASA-FERS-DED-OLD
- C. CUM-NASA-FERS-DED-ADJ
- D. CUM-NASA-FERS-DED-CHG
- E. YTD-FICA-OLD
- F. YTD-FICA-ADJ
- G. YTD-FICA-CHG
- H. YTD-QTD-FICA-OLD
- I. YTD-QTD-FICA-ADJ
- J. YTD-QTD-FICA-CHG
- K. YTD-FICA-GOVT-OLD
- L. YTD-FICA-GOVT-ADJ
- M. YTD-FICA-GOVT-CHG
- N. QTD-FICA-GOVT-OLD
- O. QTD-FICA-GOVT-ADJ
- P. QTD-FICA-GOVT-CHG
- Q. YTD-FICA-TRANS-DED-OLD
- R. YTD-FICA-TRANS-DED-ADJ
- S. YTD-FICA-TRANS-DED-CHG
- T. YTD-HIT-OLD
- U. YTD-HIT-ADJ
- V. YTD-HIT-CHG
- W. YTD-QTD-HIT-OLD
- X. YTD-QTD-HIT-ADJ
- Y. YTD-QTD-HIT-CHG
- Z. YTD-HIT-GOVT-OLD
- b. YTD-HIT-GOVT-ADJ
- c. YTD-HIT-GOVT-CHG
- d. QTD-HIT-GOVT-OLD
- e. QTD-HIT-GOVT-ADJ
- f. QTD-HIT-GOVT-CHG

REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 15 OF 17) PAYROLL

- PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.
- CONTENT: For each accumulation (YTD QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.
- OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.
- NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.
- DIFFERENCE: The adjustment amount.

| | | | |
|-----------------|------------------|-----------------------------------------------|---------------|
| COMMAND: _____ | | NPPS | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 15 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| DEDUCTIONS: | | | |
| INDEBT | BBB.BB | CCC.CC | DDD.DD |
| INDEBT CUM | EEE.EE | FFF.FF | GGG.GG |
| MISC | HHH.HH | III.II | JJJ.JJ |
| NEBA BASIC | KKK.KK | LLL.LL | MMM.MM |
| NEBA OPTIONAL | NNN.NN | OOO.OO | PPP.PP |
| NEBA SPOUSE | QQQ.QQ | RRR.RR | SSS.SS |
| NEBA TOTAL | TTT.TT | UUU.UU | VVV.VV |
| NEBA BASIC QTD | WWW.WW | XXX.XX | YYY.YY |
| NEBA OPT QTD | ZZZ.ZZ | bbb.bb | ccc.cc |
| NEBA SPOUSE QTD | ddd.dd | eee.ee | fff.ff |
| NEBA QTD TOT | ggg.gg | hhh.hh | iii.ii |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 15/17**

- A. Pay Block Number
- B. INDEBT DUE U.S.: YTD CNTL OLD
- C. INDEBT DUE U.S.: YTD CNTL NEW
- D. INDEBT DUE U.S.: YTD CNTL DIFF
- E. YTD-US-INDEBT-CUM-OLD
- F. YTD-US-INDEBT-CUM-ADJ
- G. YTD-US-INDEBT-CUM-CHG
- H. YTD-MISC-DED-OLD
- I. YTD-MISC-DED-ADJ
- J. YTD-MISC-DED-CHG
- K. YTD-NEBA-BASIC-OLD
- L. YTD-NEBA-BASIC-ADJ
- M. YTD-NEBA-BASIC-CHG
- N. YTD-NEBA-OPTIONAL-DED-OLD
- O. YTD-NEBA-OPTIONAL-DED-ADJ
- P. YTD-NEBA-OPTIONAL-DED-CHG
- Q. YTD-NEBA-SPOUSE-DED-OLD
- R. YTD-NEBA-SPOUSE-DED-ADJ
- S. YTD-NEBA-SPOUSE-DED-CHG
- T. YTD-NEBA-TOTAL-DED-OLD
- U. YTD-NEBA-TOTAL-DED-ADJ
- V. YTD-NEBA-TOTAL-DED-CHG
- W. QTD-NEBA-BASIC-OLD
- X. QTD-NEBA-BASIC-ADJ
- Y. QTD-NEBA-BASIC-CHG
- Z. QTD-NEBA-OPTIONAL-DED-OLD
- b. QTD-NEBA-OPTIONAL-DED-ADJ
- c. QTD-NEBA-OPTIONAL-DED-CHG
- d. QTD-NEBA-SPOUSE-DED-OLD
- e. QTD-NEBA-SPOUSE-DED-ADJ
- f. QTD-NEBA-SPOUSE-DED-CHG
- g. QTD-NEBA-TOTAL-DED-OLD
- h. QTD-NEBA-TOTAL-DED-ADJ
- i. QTD-NEBA-TOTAL-DED-CHG

REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 16 OF 17) PAYROLL

PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.

CONTENT: For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.

OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.

NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.

DIFFERENCE: The adjustment amount.

| | | | |
|----------------|------------------|-----------------------------------------------|---------------|
| COMMAND: _____ | | NPPS | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 16 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| DEDUCTIONS: | | | |
| PCS CITY TAX | BBB.BB | CCC.CC | DDD.DD |
| PCS CITY MTD | EEE.EE | FFF.FF | GGG.GG |
| PCS CITY QTD | HHH.HH | III.II | JJJ.JJ |
| PCS CNTY TAX | KKK.KK | LLL.LL | MMM.MM |
| PCS CNTY MTD | NNN.NN | OOO.OO | PPP.PP |
| PCS CNTY QTD | QQQ.QQ | RRR.RR | SSS.SS |
| PCS FICA | TTT.TT | UUU.UU | VVV.VV |
| PCS FICA QTD | ddd.dd | eee.ee | fff.fff |
| PCS HIT | WWW.WW | XXX.XX | YYY.YY |
| PCS HIT QTD | ggg.gg | hhh.hh | iii.ii |
| PCS STATE TAX | ZZZ.ZZ | bbb.bb | ccc.cc |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 16/17**

- A. Pay Block Number
- B. YTD-PCS-CITY-TAX-DED-OLD
- C. YTD-PCS-CITY-TAX-DED-ADJ
- D. YTD-PCS-CITY-TAX-DED-CHG
- E. MTD-PCS-CITY-DED-OLD
- F. MTD-PCS-CITY-DED-ADJ
- G. MTD-PCS-CITY-DED-CHG
- H. QTD-PCS-CITY-DED-OLD
- I. QTD-PCS-CITY-DED-ADJ
- J. QTD-PCS-CITY-DED-CHG
- K. YTD-PCS-COUNTY-TAX-DED-OLD
- L. YTD-PCS-COUNTY-TAX-DED-ADJ
- M. YTD-PCS-COUNTY-TAX-DED-CHG
- N. MTD-PCS-CNTY-DED-OLD
- O. MTD-PCS-CNTY-DED-ADJ
- P. MTD-PCS-CNTY-DED-CHG
- Q. QTD-PCS-CNTY-DED-OLD
- R. QTD-PCS-CNTY-DED-ADJ
- S. QTD-PCS-CNTY-DED-CHG
- T. YTD-PCS-FICA-DED-OLD
- U. YTD-PCS-FICA-DED-ADJ
- V. YTD-PCS-FICA-DED-CHG
- W. YTD-PCS-HIT-DED-OLD
- X. YTD-PCS-HIT-DED-ADJ
- Y. YTD-PCS-HIT-DED-CHG
- Z. YTD-PCS-STATE-TAX-DED-OLD
- b. YTD-PCS-STATE-TAX-DED-ADJ
- c. YTD-PCS-STATE-TAX-DED-CHG
- d. PCS: FICA DED QTD CNTL OLD
- e. PCS: FICA DED QTD CNTL NEW
- f. PCS: FICA DED QTD CNTL DIFF
- g. PCS: HIT DED QTD CNTL OLD
- h. PCS: HIT DED QTD CNTL NEW
- i. PCS: HIT DED QTD CNTL DIFF

REPORT 959 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 17 OF 17) PAYROLL

- PURPOSE: To provide an audit trail of modifications to accumulations of selected dollars and hours during the current pay period for each Pay Block.
- CONTENT: For each accumulation (YTD, QTD, CUM, etc.) field that is modified by an adjustment using the payroll screens YTDADJn, YTDDEDn, or YTDTSP or by the personnel mature process.
- OLD TOTAL: The accumulation value before the adjustment is applied is added to this field.
- NEW TOTAL: The accumulation value after the adjustment is applied is added to this field.
- DIFFERENCE: The adjustment amount.

| | | | |
|-----------------|------------------|-----------------------------------------------|---------------|
| COMMAND: _____ | | NPPS | |
| NAO1530 | | PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 17 OF 17 | |
| ----- | | | |
| PAY BLOCK: AA | | | |
| | OLD TOTAL | NEW TOTAL | DIFFERENCE |
| DEDUCTIONS: | | | |
| PCS STATE MTD | ZZZ.ZZ | aaa.aa | bbb.bb |
| PCS STATE QTD | ccc.cc | ddd.dd | eee.ee |
| PCS FED TAX | BBB.BB | CCC.CC | DDD.DD |
| PCS FED TAX QTD | fff.fff | ggg.gg | hhh.hh |
| STATE TAX | EEE.EE | FFF.FF | GGG.GG |
| STATE TAX MTD | HHH.HH | III.II | JJJ.JJ |
| STATE TAX QTD | KKK.KK | LLL.LL | MMM.MM |
| TSP LOAN DED 1 | NNN.NN | OOO.OO | PPP.PP |
| TSP LOAN DED 2 | QQQ.QQ | RRR.RR | SSS.SS |
| UNION DUES | TTT.TT | UUU.UU | VVV.VV |
| VOLUNTARY ALLOT | WWW.WW | XXX.XX | YYY.YY |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

**PAY PERIOD YTD ADJUSTMENTS - QYTDADJ
DATA ELEMENTS
REPORT 959, 17/17**

- A. Pay Block Number
- B. YTD-PCS-FED-TAX-DED-OLD
- C. YTD-PCS-FED-TAX-DED-ADJ
- D. YTD-PCS-FED-TAX-DED-CHG
- E. YTD-STATE-TAX-DED-OLD
- F. YTD-STATE-TAX-DED-ADJ
- G. YTD-STATE-TAX-DED-CHG
- H. MTD-STATE-TAX-DED-OLD
- I. MTD-STATE-TAX-DED-ADJ
- J. MTD-STATE-TAX-DED-CHG
- K. QTD-STATE-TAX-DED-OLD
- L. QTD-STATE-TAX-DED-ADJ
- M. QTD-STATE-TAX-DED-CHG
- N. YTD-TSP-LOAN1-DED-OLD
- O. YTD-TSP-LOAN1-DED-ADJ
- P. YTD-TSP-LOAN1-DED-CHG
- Q. YTD-TSP-LOAN2-DED-OLD
- R. YTD-TSP-LOAN2-DED-ADJ
- S. YTD-TSP-LOAN2-DED-CHG
- T. YTD-UNION-DUES-DED-OLD
- U. YTD-UNION-DUES-DED-ADJ
- V. YTD-UNION-DUES-DED-CHG
- W. YTD-VOL-ALLOT-DED-OLD
- X. YTD-VOL-ALLOT-DED-ADJ
- Y. YTD-VOL-ALLOT-DED-CHG
- Z. MTD-PCS-STATE-DED-OLD
- a. MTD-PCS-STATE-DED-ADJ
- b. MTD-PCS-STATE-DED-CHG
- c. QTD-PCS-STATE-DED-OLD
- d. QTD-PCS-STATE-DED-ADJ
- e. QTD-PCS-STATE-DED-CHG
- f. PCS:FED TAX DED QTD CNTL OLD
- g. PCS:FED TAX DED QTD CNTL NEW
- h. PCS:FED TAX DED QTD CNTL DIFF

REPORT 960

VOUCHER INFORMATION - SF 2812, SF 2812A, AND
OPM1523 INSURANCE

PAYROLL

PURPOSE: To provide current pay period information that will support preparation of SF 2812 and OPM1523.

CONTENT: Total Center Life Insurance Deductions for current pay period.

SEQUENCE: N/A

| | | | | | | | |
|------------------------------------------------------|------|------|-------|----------------------------------------------------------------|----|----------------------|----------|
| COMMAND: | | | | NPPS | | 09/05/89 | |
| | | | | | | 11:11:31 | |
| NAO4900 | | | | VOUCHER INFORMATION - SF 2812, SF 1812A, AND OPM1523 INSURANCE | | 24 | |
| LIFE | EMPL | W.H. | GOVT. | CONTR. | -- | NUMBER OF DEDUCTIONS | -- |
| INSURANCE: | | | | | | MADE | NOT MADE |
| BASIC LIFE | A | | B | | | O | b |
| OPT A STND | C | | | | | P | c |
| OPT B ADDL | D | | | | | Q | d |
| OPT C FAMILY | E | | | | | R | e |
| TOTAL | F | | | | | S | f |
| OPT B | | | | | | | |
| BREAK TO-35 | G | | | | | T | g |
| OUT 35-39 | H | | | | | U | h |
| 40-44 | I | | | | | V | i |
| 45-49 | J | | | | | W | j |
| 50-54 | K | | | | | X | k |
| 55-59 | L | | | | | Y | l |
| 60-UP | M | | | | | Z | m |
| | N | | | | | a | n |
| PF1 = HELP PF3 = PREVIOUS PF5 = MAIN MENU PF12 = END | | | | | | | |

See Next Page For Data Elements

**VOUCHER INFORMATION - SF 2812, SF 2812A, AND OPM1523 INSURANCE
DATA ELEMENTS
REPORT 960**

- A. REG-TOT-EMP-BASIC-LIFE + FEGLI: Basic Life Adj + FEGLI: Basic YTD Cntl Diff
- B. Total of (FEGLI: Govt Contr B/W + FEGLI: Govt Contr Adj + FEGLI: Govt Contr YTD Cntl Diff)
- C. REG-TOT-OPTION-A-INS + FEGLI: Opt 'A' Adj + FEGLI: Opt 'A' YTD
- D. (G + H + I + J + K + L + M) + FEGLI: Opt 'B' Adj + FEGLI: Opt 'B' YTD
- E. REG-TOT-OPTION-C-INS + FEGLI: Family Adj + FEGLI: Opt 'C' YTD
- F. A + C + D + E
- G. REG-TOT-OPT-B-AGE-GROUP-1 + By Age Group FEGLI-OPTIONAL-B-ADJ
- H. REG-TOT-OPT-B-AGE-GROUP-2 + By Age Group FEGLI-OPTIONAL-B-ADJ
- I. REG-TOT-OPT-B-AGE-GROUP-3 + By Age Group FEGLI-OPTIONAL-B-ADJ
- J. REG-TOT-OPT-A-AGE-GROUP-4 + By Age Group FEGLI-OPTIONAL-B-ADJ
- K. REG-TOT-OPT-A-AGE-GROUP-5 + By Age Group FEGLI-OPTIONAL-B-ADJ
- L. REG-TOT-OPT-A-AGE-GROUP-6 + By Age Group FEGLI-OPTIONAL-B-ADJ
- M. REG-TOT-OPT-A-AGE-GROUP-7 + By Age Group FEGLI-OPTIONAL-B-ADJ
- N. G + H + I + J + K + L + M
- O,P,Q,R,T,U,V,W,X,Y,Z. Count of Deductions in Category
- b,c,d,e,g,h,i,j,k,l,m. Count of No Deductions in Category
- S. O + P + Q + R + S
- a. T + U + V + W + X + Y + Z
- f. b + c + d + e
- n. g + h + i + j + k + l + m

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation Code equal to user designated center code
- Reactivation Indicator not equal 3
- Duty Status not equal 'Z'

REPORT 961

TSP VOUCHER INFORMATION - TSP2

PAYROLL

PURPOSE:

To provide current pay period information that will support preparation of TSP-2.

CONTENT:

Total center TSP deduction and contribution dollars for the current pay period.

SEQUENCE:

N/A

| | | | | | | |
|------------------|---------|--------------------------------|---------|---------------|----------|--|
| COMMAND: | | NPPS | | | 09/09/89 | |
| NAO4910 | | TSP VOUCHER INFORMATION - TSP2 | | | 11:11:31 | |
| 2 | | | | | | |
| | | | | | | |
| CURRENT AND LATE | G FUND | F FUND | C FUND | TOTAL | | |
| EMP DED: | AAAA.AA | BBBB.BB | CCCC.CC | DDDD.DD | | |
| GOV BASIC: | EEEE.EE | FFFF.FF | GGGG.GG | HHHH.HH | | |
| GOV MATCH: | IIII.II | JJJJ.JJ | KKKK.KK | LLLL.LL | | |
| TOTAL: | MMMM.MM | NNNN.NN | OOOO.OO | PPPP.PP | | |
| | | | | | | |
| NEGATIVE ADJ | G FUND | F FUND | C FUND | TOTAL | | |
| EMP DED: | QQQQ.QQ | RRRR.RR | SSSS.SS | TTTT.TT | | |
| GOV BASIC: | UUUU.UU | VVVV.VV | WWWW.WW | XXXX.XX | | |
| GOV MATCH: | YYYY.YY | ZZZZ.ZZ | bbbb.bb | cccc.cc | | |
| TOTAL: | dddd.dd | eeee.ee | ffff.ff | gggg.gg | | |
| | | | | CONTROL TOTAL | aaaa.aa | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

See Next Page for Data Elements

**TSP VOUCHER INFORMATION - TSP2
DATA ELEMENTS
REPORT 961**

- A. Total of (TSP: Emp Dist G-Fund + TSP: Emp Curr TSP Ded G-Fund Adj
+ TSP: Rec 41 Emp G-Fund Amt*)
- B. Total of (TSP: Emp Dist F-Fund + TSP: Emp Curr TSP Ded F-Fund Adj
+ TSP: Rec 41 Emp F-Fund Amt*)
- C. Total of (TSP: Emp Dist C-Fund + TSP: Emp Curr TSP Ded C-Fund Adj
+ TSP: Rec 41 Emp C-Fund Amt*)
- D. A + B + C
- E. Total of (TSP: Govt Basic Amt G-Fund + TSP: Gov Basic Cur PP G-Fund Adj
+ TSP: Rec 41 G-B G-Fund Amt*)
- F. Total of (TSP: Govt Basic Amt F-Fund + TSP: Gov Basic Cur PP F-Fund Adj
+ TSP: Rec 41 G-B F-Fund Amt*)
- G. Total of (TSP: Govt Basic Amt C-Fund + TSP: Gov Basic Cur PP C-Fund Adj
+ TSP: Rec 41 G-B C-Fund Amt*)
- H. E + F + G
- I. Total of (TSP: Govt Match Amt G-Fund + TSP: Gov Match Cur PP G-Fund Adj
+ TSP: Rec 41 G-M G-Fund Amt*)
- J. Total of (TSP: Govt Match Amt F-Fund + TSP: Gov Match Cur PP F-Fund Adj
+ TSP: Rec 41 G-M F-Fund Amt*)
- K. Total of (TSP: Govt Match Amt C-Fund + TSP: Gov Match Cur PP C-Fund Adj
+ TSP: Rec 41 G-M C-Fund Amt*)
- L. I + J + K
- M. A + E + I
- N. B + F + J
- O. C + G + K
- P. M + N + O
- Q. Total of (TSP: Rec 21 Emp G-Fund Amt*)
- R. Total of (TSP: Rec 21 Emp F-Fund Amt*)
- S. Total of (TSP: Rec 21 Emp C-Fund Amt*)
- T. Q + R + S
- U. Total of (TSP: Rec 21 G-B G-Fund Amt*)
- V. Total of (TSP: Rec 21 G-B F-Fund Amt*)
- W. Total of (TSP: Rec 21 G-B C-Fund Amt*)
- X. U + V + W
- Y. Total of (TSP: Rec 21 G-M G-Fund Amt*)
- Z. Total of (TSP: Rec 21 G-M F-Fund Amt*)

**TSP VOUCHER INFORMATION - TSP2
DATA ELEMENTS
REPORT 961**

- a. $p + g$
- b. Total of (TSP: Rec 21 G-M C-Fund Amt*)
- c. $Y + Z + b$
- d. $Q + U + Y$
- e. $R + V + Z$
- f. $S + W + b$
- g. $d + e + f$

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation code equal to user designated center code

* For TSP Rec 21/Rec 41 selection criteria in file NPS2-PAY-TSP-ADJ

- Installation code equal to user designated center code
- TSP: Rec 21 is in PE (1-26)
- TSP: Rec 41 is in PE (27-52)
- TSP: Adjustment Date (1-52) not equal to 0

REPORT 962**SF 1166 INFORMATION - STATE/LOCAL TAXES****PAYROLL**

PURPOSE: To provide current pay period information that will support preparation of SF 1166 voucher and schedule of payments.

CONTENT: Total center local tax deduction dollars for each local taxing entity and grand total for the current pay period.

SEQUENCE: By Taxing Authority Name

| | | |
|--------------------------------------------------------------------------------|--------|----------------|
| COMMAND: NPPS | | |
| NAO4930 SF1166 INFORMATION - STATE/LOCAL TAXES | | |
| STATE/CITY/COUNTY | AMOUNT | GROSS EARNINGS |
| AAAAAAAAAAAAA | BBB.BB | DDDDDDDDDD.DD |
| ARIZONA | 39.12 | 1000.00 |
| CALIFORNIA | 271.64 | 24000.00 |
| COLORADO | 42.94 | 300.00 |
| NEW MEXICO | 98.60 | 1200.00 |
| CLEVELAND OH | 12.00 | 200.00 |
| TOTAL AMOUNT | CCC.CC | EEEEEEEEEE.EE |
| PF1 = HELP PF3 = PREV SCREEN PF5 = MAIN MENU PF12 = END
ENTER = NEXT SCREEN | | |

- A. Taxing Authority Name
- B. Total of
 [State Tax: B/W
 + State Tax: Cur Adjustment + State
 Tax: Frmr Adj + State Tax: Award
 B/W (if Award: Designated Agent
 Check not = Blank) + Award State
 Tax Deduction (for all Non-Personnel
 Action Cash Awards selected)] in that
 State
 or
 Total of (County Tax: B/W + County
 Tax: Adjustment) in that County
 or
 Total of [City Tax: B/W + City Tax:
 Cur Adj + City Tax: Frmr Adj + City
 Tax: Award B/W (if Award:
 Designated Agent Check not =
 Blank) + Award City Tax Deduction
 (for all Non-Personnel Action Cash
 Awards selected)] in that City
- C. Grand total of B

- D. Total of [State Gross Earnings +
 Award: Earnings (if Award:
 Designated Agent Check not = Blank
 and State Tax Code ne Blank) +
 Award Gross Amount (for all Non-
 Personnel Action Cash Awards with
 an Award Payment Date equal to the
 current pay date and Award State Tax
 Code not = Blank)] for each State
 Code
 or
 Total of [City Gross Earnings +
 Award: Earnings (if Award:
 Designated Agent Check not =
 Blank) + Award Gross Amount (for
 all Non-Personnel Action Cash
 Awards with an Award Payment Date
 equal to the current pay date and
 Award City Tax Code not = Blank)]
 for each City Code
- E. Grand total of D

SELECTION CRITERIA:
 Includes all employees with the following
 criteria:

- Center Code equals user designated
center Code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0
- State Tax: Code not equal blank
- County Tax: Code not equal blank
- City Tax: Code not equal blank and
- All Non-Personnel Action Cash
Awards with an Award Payment Date
equal to the current pay date and
Award State Tax Code not equal blank
or Award City Tax Code not equal
blank

REPORT 963

SF 1166 INFORMATION - MISCELLANEOUS PAYMENTS

PAYROLL

PURPOSE:

To provide current pay period information that will support preparation of SF 1166 voucher and schedule of payments.

CONTENT:

Total deductions for each miscellaneous payment for the current pay period.

SEQUENCE:

N/A

COMMAND: _____

NPPS

NAO4940

SF1166 INFORMATION - MISCELLANEOUS PAYMENTS

U.S. DEBT

CHILD SUPPORT

COMMERCIAL GARNISHMENTS

BANKRUPTCY

NEBA

GRAND TOTAL

AAAA.AA

BBBB.BB

CCCC.CC

DDDD.DD

EEEE.EE

FFFF.FF

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

ENTER= NEXT SCREEN

- A. Total of Indebtedness Due U.S.: B/W

B. Total of Child Support: B/W (1-3)

C. Total of Garnishment: B/W (1-9)

D. Total of Bankruptcy: B/W

E. Total of NEBA: Total B/W

F. A + B + C + D + E
- SELECTION CRITERIA:

Includes all employees with the following criteria:

- Center Code equals user designated center Code

- Duty Status not equal 'Z'

- Reactivation Indicator not equal 3

- Gross Earnings: B/W not equal 0

REPORT 964 ACCOUNTING INFORMATION - ACCTBRK (PAGE 1 OF 3) PAYROLL

PURPOSE: To provide current pay period information that will support the preparation of accounting information.

CONTENT: Current pay period deduction and contribution information.

SEQUENCE: N/A

| | | |
|----------------|-------------------------------------------|----------|
| COMMAND: _____ | NPPS | 92-08-04 |
| NAO4950 | ACCOUNTING INFORMATION - ACCTBRK (1 OF 3) | 14:47:34 |
| | | 5 |

| | | | |
|-------------------------|-----------|-------------------------|-----------|
| NET PAY TO EMPLOYEES | AA,AAA.AA | BANKRUPTCY | BB,BBB.BB |
| FEDERAL INCOME TAX | CC,CCC.CC | BILL FOR COLLECTION | DD,DDD.DD |
| FICA EMPLOYEES | EE,EEE.EE | MISC DEDUCTIONS | FF,FFF.FF |
| FICA EMPLOYERS | GG,GGG.GG | STATE TAX | HH,HHH.HH |
| HIT EMPLOYEES | II,III.II | COUNTY TAX | JJ,JJJ.JJ |
| HIT EMPLOYERS | KK,KKK.KK | CITY TAX | LL,LLL.LL |
| NEBA INSURANCE | MM,MMM.MM | SAVINGS BONDS(REFUND) | RR,RRR.RR |
| COMBINED FEDERAL CAMP. | NN,NNN.NN | ADVANCED PAY DEDUCTIONS | SS,SSS.SS |
| UNION DUES | OO,OOO.OO | | |
| CHILD SUPPORT | PP,PPP.PP | | |
| INDEBTEDNESS DUE U.S. | QQ,QQQ.QQ | | |
| COMMERCIAL GARNISHMENTS | TT,TTT.TT | | |

| | | | |
|-----------|--------------------|-----------------|------------|
| PF1= HELP | PF3= PREVIOUS | PF5 = MAIN MENU | PF12 = END |
| | ENTER= NEXT SCREEN | | |

See Next Page for Data Elements

**ACCOUNTING INFORMATION - ACCTBRK
DATA ELEMENTS
REPORT 964, 1/3**

- A. Total of Net Earnings: B/W + Total Of (Award: Amount - Federal Tax: Award B/W - City Tax: Award B/W - State Tax: Award B/W - HIT: Award B/W - FICA: Award B/W) If Award: Designated Agent Check not = Blank + Award Net Amount (for all Non-Personnel Action Cash Awards selected)
- B. Total of Bankruptcy: B/W
- C. Total of [Federal Tax: B/W + Federal Tax: Adjustment + Federal Tax: Award B/W (If Award: Designated Agent Check not = Blank) + Award Federal Tax Deduction (for all Non-Personnel Action Cash Awards selected)]
- D. Total of Bill of Collection: Deduction
- E. Total of [FICA: B/W + FICA: Adjustment + FICA: Award B/W (If Award: Designated Agent Check not = Blank) + Award OASDI Deduction Amount (for all Non-Personnel Action Cash Awards selected)]
- F. Total of Miscellaneous Required Amt
- G. Total of [FICA: Govt Contr B/W + FICA: Govt Contr Cur Adj + FICA: Govt Contr Cur Award (If Award: Designated Agent Check not = Blank) + Award OASDI Government Contribution Amount (for all Non-Personnel Action Cash Awards selected)]
- H. Total of [State Tax: B/W + State Tax: Cur Adjustment (If State Tax: Code not = blank) + State Tax: Fmr Adj (If State Tax: Fmr Adj Code not = blank) + State Tax: Award B/W (If Award: Designated Agent Check not = Blank) + Award State Tax Deduction (for all Non-Personnel Action Cash Awards selected)]
- I. Total of [HIT: B/W + HIT: Adjustment + HIT: Award B/W (If Award: Designated Agent Check not = Blank) + Award HIT Deduction Amount (for all Non-Personnel Action Cash Awards selected)]
- J. Total of (County Tax: B/W + County Tax: Adjustment) If County Tax: Code not = blank
- K. Total of [HIT: Govt Contr B/W + HIT: Govt Contr Cur Adj + HIT: Govt Contr Cur Award (If Award: Designated Agent Check not = Blank) + Award HIT Government Contribution Amount (for all Non-Personnel Action Cash Awards selected)]
- L. Total of [City Tax: B/W + City Tax: Adjustment (If City Tax: Code not = blank) + City Tax: Award B/W (If Award: Designated Agent Check not = Blank) + Award City Tax Deduction (for all Non-Personnel Action Cash Awards selected)]
- M. Total of NEBA: Total B/W
- N. Total of (CFC: B/W + CFC: Adjustment) If CFC: Agency Code not = 0 or blank
- O. Total of (Union Dues: B/W + Union Dues: Adjustment) If Union Code not = 0
- P. Total of Child Support: B/W (1-3)
- Q. Total of Indebtedness Due U.S.: B/W (1-5)
- R. Total of (Bond: B/W - Bond: Refund)
- S. Total of (Empl Adv Pay Ded BW Amt + Empl Adv Pay Adj BW Amt)
- T. Total of Empl Grnsh Crnt Ded Amt (1-9)

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation Code equals user designated Center Code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0
and
- All Non-Personnel Action Cash Awards with an Award Payment Date equal to the current pay date

REPORT 964**ACCOUNTING INFORMATION - ACCTBRK (PAGE 2 OF 3)****PAYROLL**

PURPOSE: To provide current pay period information that will support the preparation of accounting information.

CONTENT: Current pay period deduction and contribution information.

SEQUENCE: N/A

| | | | | | |
|------------------------------------------------------|---|-------------------------------------------|---|----------|--|
| COMMAND: | | NPPS | | 09/09/89 | |
| NAO4950 | | ACCOUNTING INFORMATION - ACCTBRK (2 of 3) | | 11:11:31 | |
| TSP (THRIFT SAVINGS PLAN) | | FEGLI (EMPLOYEES) | | R | |
| CSRS | A | BASIC | S | | |
| FERS (EMPLOYEES) | B | OPTION A | T | | |
| FERS GOV'T BASIC | C | OPTION B | U | | |
| FERS GOV'T MATCHING | D | OPTION C | V | | |
| | | FEGLI (EMPLOYERS) | | W | |
| FEHB EMPLOYEES | E | | | | |
| FEHB EMPLOYERS | F | | | | |
| FEHB CASH COLLECTION | G | | | | |
| FEHB SPOUSAL PAYMENT | H | | | | |
| PF1 = HELP PF3 = PREVIOUS PF5 = MAIN MENU PF12 = END | | | | | |

See Next Page for Data Elements

**ACCOUNTING INFORMATION - ACCTBRK
DATA ELEMENTS
REPORT 964, 2/3**

- A. Total of (TSP: Emp Dist G,F,C-Fund + TSP: Emp Adj G,F,C-Fund)
If Retirement Plan = 'I', '6', 'R', 'T', 'C', 'E'
- B. Total Of (TSP: Emp Dist G,F,C-Fund + TSP: Emp Adj G,F,C-Fund)
If Retirement Plan not = 'I', '6', 'R', 'T', 'C', 'E'
- C. Total Of (TSP: Govt Basic Amt G,F,C-Fund + TSP: Govt Basic Adj G,F,C-Fund) Regardless of Retirement Plan
- D. Total of (TSP: Govt Match Amt G,F,C-Fund + TSP: Govt Match Adj G,F,C-Fund) Regardless of Retirement Plan
- E. Total Of [FEHB: B/W + FEHB: Prior Adj (If FEHB: Prior Plan Code not = Blank, 'ZZX', 'ZZY' or 'ZZZ') + FEHB: Cur Adj (If FEHB: Prior Plan Code not = Blank, 'ZZX', 'ZZY' or 'ZZZ')]
- F. Total Of [FEHB: Govt Contr B/W (if FEHB: Contribution Flag not = 'Y') + FEHB: Govt Contr Prior Adj (If FEHB: Prior Plan Code not = Blank, 'ZZX', 'ZZY' or 'ZZZ') + FEHB: Current Govt Adj Erngs]
- H. Total Of FEHB: Spousal Cash Payment (If Pay-Spousal-Center = User Designated Center Code And Pay-Spousal-Data-Date < Pay Cntl: Current Pp Begin Date + 3 or Pay-Spousal-Data-Date > Pay Cntl: Current Pp Ending Date + 3)
- G. Total Of FEHB: Cash Collection
- R. S + T + U + V
- S. Total Of (FEGLI: Basic B/W + FEGLI: Basic Life Adj)
- T. Total Of (FEGLI: Standard Opt 'A' B/W + FEGLI: Opt A Adj)
- U. Total Of (FEGLI: Optional 'B' B/W + FEGLI: Opt B Adj)
- V. Total Of (FEGLI: Family B/W + FEGLI: Family Adj)
- W. Total Of ((FEGLI: Basic B/W / 2) + FEGLI: Govt Contr Adj)

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated Center Code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0

REPORT 964**ACCOUNTING INFORMATION - ACCTBRK (PAGE 3 OF 3)**

PAYROLL

PURPOSE: To provide current pay period information that will support the preparation of accounting information.

CONTENT: Current pay period deduction and contribution information.

SEQUENCE: N/A

| | | |
|---------------------|---------------------------------------------------|----------------------|
| COMMAND:
NAO4950 | NPPS
ACCOUNTING INFORMATION - ACCTBRK (3 of 3) | 09/05/89
11:11:31 |
|---------------------|---------------------------------------------------|----------------------|

| | |
|------------------------------|---|
| CSRS: RETIRE TOTAL-EMPL | A |
| RETIRE TOTAL-EMPR | B |
| SALARY OFFSET REEMPLD ANNUIT | C |
| MILITARY SERVICE DEPOSIT | D |
| CIVILIAN SERVICE CREDIT | E |
| | |
| FERS: RETIRE TOTAL-EMPL | F |
| RETIRE TOTAL-EMPR | G |
| REGULAR-K EMPL | H |
| REGULAR-K EMPR | I |
| MIL RES TECH-N EMPL | J |
| MIL RES TECH-N EMPR | K |
| SPECIAL-M EMPL | L |
| SPECIAL-M EMPR | M |
| SALARY OFFSET REEMPLD ANNUIT | N |
| MILITARY SERVICE DEPOSIT | O |
| | |
| TOTAL RETIREMENT-CSRS/FERS | P |

| | | | |
|------------|----------------|-----------------|------------|
| PF1 = HELP | PF3 = PREVIOUS | PF5 = MAIN MENU | PF12 = END |
|------------|----------------|-----------------|------------|

See Next Page for Data Elements

**ACCOUNTING INFORMATION - ACCTBRK
DATA ELEMENTS
REPORT 964, 3/3**

- A. Total of [CSRS: B/W + Retirement: Employee Adj (If Retirement Plan = 'I', '6', 'C', 'E', 'R', 'T') + CSRS: Adjustment (If Retirement Code: Former Adj = 'I', '6', 'C', 'E', 'R', 'T') + D + E]
- B. Total of [CSRS: Govt Contr B/W + Retirement: Government Adj (If Retirement Plan = 'I', '6', 'C', 'E', 'R', 'T') + CSRS: Former Retire Current Adj (If Retirement Code: Former Adj = 'I', '6', 'C', 'E', 'R', 'T') + C]
- C. Total of (Salary: Offset + CSRS: Current Salary Offset Adj) If Retirement Plan not = 'K', 'L', 'M', 'N' and Annuitant Indicator = '1', '4', or '5'
- D. Total of (CSRS: Mil Dep B/W + CSRS: Mil Dep Cash Pmt)
- E. Total of (Civil Serv Credit: B/W + Civil Serv Credit: Adjustment)
- F. H + J + L + O
- G. I + K + M + N
- H. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = 'K') + FERS: Adjustment (If Retirement Code: Former Adj = 'K')]
- I. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = 'K') + FERS: Former Retirement Cur Adj (If Retirement Code: Former Adj = 'K')]
- J. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = 'N') + FERS: Adjustment (If Retirement Code: Former Adj = 'N')]
- K. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = 'N') + FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = 'N')]
- L. Total of [FERS: B/W + Retirement: Employee Adj (If Retirement Plan = 'M') + FERS: Adjustment (If Retirement Code: Former Adj = 'M')]
- M. Total of [FERS: Govt Contr B/W + Retirement: Govt Adj (If Retirement Plan = 'M') + FERS: Former Retire Cur Adj (If Retirement Code: Former Adj = 'M')]
- N. Total of (Salary: Offset + FERS: Current Salary Offset Adj) If Retirement Plan = 'K', 'L', 'M', 'N', '2' and Annuitant Indicator = 'A', 'C', or 'E'
- O. Total of (FERS: Mil Dep B/W + FERS: Mil Dep Cash Pmt)
- P. A + B + F + G

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated Center Code
- Duty Status not equal 'Z'
- Reactivation Indicator not equal 3
- Gross Earnings: B/W not equal 0

REPORT 965

VOUCHER INFORMATION - SF 2812 & OPM1523
RETIREMENT (1 OF 2)

PAYROLL

PURPOSE: To provide current pay period information that will support preparation of SF 2812 and OPM1523.

CONTENT: Total center CSRS and FERS deduction dollars for the current pay period.

SEQUENCE: N/A

| | | | | | |
|----------------------------------------------------------------------------|--|-------------------------------------------------------------|--------------------|-----------------------------|---------|
| COMMAND: | | NPPS | | 09/05/89 | |
| NAO4960 | | VOUCHER INFORMATION - SF 2812 & OPM1523 RETIREMENT (1 OF 2) | | 11:11:31 | |
| | | | | 2 | |
| CSRS | | DOLLAR
AMOUNT | AGG BASE
SALARY | DEDUCTIONS
MADE NOT MADE | |
| RETIRE TOTAL - EMPL | | LLLL.LL | MMMM.MM | | |
| RETIRE TOTAL - EMPR | | NNNN.NN | | | |
| WITHHOLDING - ALL CATEGORIES | | AAAA.AA | BBBB.BB | CCCC.CC | DDDD.DD |
| EMPR - ALL CATEGORIES | | EEEE.EE | | | |
| SAL OFFSET REEMPLD ANNUIT | | FFFF.FF | | | GGGG.GG |
| MILITARY SERVICE DEPOSIT | | HHHH.HH | | IIII.II | |
| CIVILIAN SERVICE CREDIT | | JJJJ.JJ | | KKKK.KK | |
| PF1 = HELP PF3 = PREVIOUS PF5 = MAIN MENU PF12 = END
ENTER= NEXT SCREEN | | | | | |

See Next Page for Data Elements

**VOUCHER INFORMATION - SF 2812 & OPM1523 RETIREMENT
DATA ELEMENTS
REPORT 965, 1/2**

- A. Total of (CSRS: B/W + CSRS: Adjustment + Retirement: Employee Adj + CSRS: YTD Cntl Diff) If Retirement Plan, Retirement Code: Former Adj = '1', 'R', '6', 'T', 'C' Or 'E'
- B. Total of (Base Earnings: B/W) If Retirement Plan = '1', 'R', '6', 'T', 'C' Or 'E'
- C. Count of Deductions in Category If Retirement Plan = '1', 'R', '6', 'T', 'C' Or 'E'
- D. Count of No Deductions in Category If Retirement Plan = '1', 'R', '6', 'T', 'C' Or 'E'
- E. Total of (CSRS: Govt Contr B/W + Retirement: Government Adj + CSRS: Former Retire Current Adj + CSRS: Govt Contr YTD Cntl Diff) If Retirement Plan, Retirement Code: Former Adj = '1', 'R', '6', 'T', 'C' Or 'E'
- F. Total of (Salary: Offset + CSRS: Current Salary Offset Adj) if Retirement Plan not equal 'K', 'N', 'M', or 'L' and Annuitant Indicator = 1, 4, 5
- G. Count of No Deductions in Category if Retirement Plan not equal 'K', 'N', 'M', or 'L' and Annuitant Indicator = 1, 4, 5
- H. Total of (CSRS: Mil Dep B/W + CSRS: Mil Dep Cash Pmt + CSRS: Mil Dep Cntl YTD Diff)
- I. Count of Deductions in Category
- J. Total of (Civil Serv Credit: B/W + Civil Serv Credit: Adjustment + Civil Serv Credit: YTD Cntl Diff)
- K. Count of Deductions in Category
- L. $A + H + J$
- N. $E + F$
- M. B

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z' or Reactivation Indicator not equal '3'

REPORT 965

VOUCHER INFORMATION - SF 2812 & OPM1523
RETIREMENT (2 OF 2)

PAYROLL

PURPOSE: To provide current pay period information that will support preparation of SF 2812 and OPM1523.

CONTENT: Total center CSRS and FERS deduction dollars for the current pay period.

SEQUENCE: N/A

| | | | | | |
|----------------------------------------------------------------------------|------------------|---------------------------------------------------------------------|-----------------------------|---------------------------|--|
| COMMAND:
NAO4960 | | NPPS
VOUCHER INFORMATION - SF 2812 & OPM1523 RETIREMENT (2 OF 2) | | 09/05/89
11:11:31
2 | |
| FERS | DOLLAR
AMOUNT | AGG BASE
SALARY | DEDUCTIONS
MADE NOT MADE | | |
| RETIRE TOTAL - EMPL | 1111.11 | mmmm.mm | | | |
| RETIRE TOTAL - EMPL | nnnn.nn | | | | |
| REGULAR - K EMPL | 0000.00 | PPPP.PP | QQQQ.QQ | RRRR.RR | |
| REGULAR - K EMPL | SSSS.SS | | | | |
| MIL RESERVE TECH - N EMPL | TTTT.TT | UUUU.UU | VVVV.VV | WWWW.WW | |
| MIL RESERVE TECH - N EMPL | XXXX.XX | | | | |
| SPECIAL - M EMPL | YYYY.YY | ZZZZ.ZZ | aaaa.aa | bbbb.bb | |
| SPECIAL - M EMPL | cccc.cc | | | | |
| SAL OFFSET REEMPLD ANNUIT | dddd.dd | | | eeee.ee | |
| MILITARY SERVICE DEPOSIT | ffff.ff | | gggg.gg | | |
| TOTAL RETIREMENT | hhhh.hh | | iiii.ii | jjjj.jj | |
| TOTAL EMPLOYEES | kkkk.kk | | | | |
| PF1 = HELP PF3 = PREVIOUS PF5 = MAIN MENU PF12 = END
ENTER= NEXT SCREEN | | | | | |

See Next Page for Data Elements

**VOUCHER INFORMATION - SF 2812 & OPM1523 RETIREMENT
DATA ELEMENTS
REPORT 965, 2/2**

- O. Total of (FERS: B/W + FERS: Adjustment + Retirement: Employee Adj + FERS: (K) YTD Cntl Diff) If Retirement Plan, Retirement Code: Former Adj = 'K'
- P. Total of (Base Earnings: B/W if Retirement Plan = 'K')
- Q. Count of Deductions in Category if Retirement Plan = 'K'
- R. Count of No Deductions in Category if Retirement Plan = 'K'
- S. Total of (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (K) YTD Cntl Diff) if Retirement Plan, Retirement Code: Former Adj = 'K'
- T. Total of (FERS: B/W + FERS: Adjustment + Retirement: Employee Adj + FERS: (N) YTD Cntl Diff) If Retirement Plan, Retirement Code: Former Adj = 'N'
- U. Total of (Base Earnings: B/W if Retirement Plan = 'N')
- V. Count of Deductions in Category if Retirement Plan = 'N'
- W. Count of No Deductions in Category if Retirement Plan = 'N'
- X. Total of (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (N) YTD Cntl Diff) if Retirement Plan, Retirement Code: Former Adj = 'N'
- Y. Total of (FERS: B/W + FERS: Adjustment + Retirement: Employee Adj + FERS: (M) YTD Cntl Diff) If Retirement Plan, Retirement Code: Former Adj = 'M'
- Z. Total of (Base Earnings: B/W if Retirement Plan = 'M')
 - a. Count of Deductions in Category if Retirement Plan = 'M'
 - b. Count of No Deductions in Category if Retirement Plan = 'M'
 - c. Total of (FERS: Govt Contr B/W + Retirement: Government Adj + FERS: Former Retire Cur Adj + FERS: Govt (M) YTD Cntl Diff) if Retirement Plan, Retirement Code: Former Adj = 'M'
 - d. Total of (Salary: Offset + FERS: Current Salary Offset Adj) if Retirement Plan = 'K', 'N', 'M', 'L', or '2' and Annuitant Indicator = 'A', 'C', 'E'
 - e. Count of No Deductions in Category if Retirement Plan = 'K', 'N', 'M', 'L', or '2' and Annuitant Indicator = 'A', 'C', 'E'
 - f. Total of (FERS: Mil Dep B/W + FERS: Mil Dep Cash Pmt + FERS: Mil Dep YTD Cntl Diff)
 - g. Count of Deductions in Category
 - h. $(L + N)(\text{page 1}) + (l + n)(\text{page 2})$
 - i. $[(Q + V + a + g)(\text{page 2}) + (C + I + K)(\text{page 1})]$
 - j. $[(R + W + b + e)(\text{page 2}) + (D + G)(\text{page 1})]$
 - k. Count of Employees
 - l. $O + T + Y + f$
 - m. $P + U + Z$
 - n. $S + X + c + d$

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation code equals user designated center code
- Duty Status not equal 'Z' or Reactivation Indicator not equal '3'

REPORT 967**SAVINGS ALLOTMENT SUMMARY - QALLOT**

PAYROLL

PURPOSE: To report Current Pay Period YTD changes to Allotment Data.

CONTENT: Summary of Allotment Data changes for Center.

SEQUENCE: N/A

| | | |
|---------------------------|--------------------------------------------|----------------------|
| COMMAND:
NA01510 | NPPS
SAVINGS ALLOTMENT SUMMARY - QALLOT | 09/09/89
11:11:31 |
| CENTER: AAAA | | |
| PRIOR-TOTAL: | BBBBB.BB | |
| NEW-ACCOUNTS: | CCCCC.CC | |
| CHANGE INCREASES: | DDDDD.DD | |
| TOTAL INCREASES: | EEEE.EE | |
| SUB-TOTAL: | | FFFFF.FF |
| CANCELLATIONS: | GGGGG.GG | |
| CHANGE DECREASES: | HHHHH.HH | |
| TOTAL DECREASES: | IIIII.II | |
| OVERALL TOTAL DEDUCTIONS: | | JJJJJ.JJ |
| PF1 = HELP | PF3 = PREV SCREEN | PF5 = MAIN MENU |
| PF12 = END | | |

- A. Installation Code
- B. Prior Pay Period total of Voluntary Allot: Requested Amt (1+2)
- C. Current Pay Period total of new Voluntary Allot: Requested Amt (1+2)
- D. Current Pay Period total of increases to Voluntary Allot: Requested Amt (1+2) existing at the beginning of the pay period
- E. C + D

- F. B + C + D
- G. Current Pay Period total of cancelled Voluntary Allot: Requested Amt (1+2)
- H. Current Pay Period total of decreases to Voluntary Allot: Requested Amt (1+2) existing at the beginning of the pay period
- I. G + H
- J. F - I

REPORT 968

OLD VERSUS NEW NORMALS - QNORM (PAGE 1 OF 3)

PAYROLL

PURPOSE:

To display normal pay controls comparing previous and current pay periods.

CONTENT:

Center, Pay Block, or Individual comparisons of old normals versus newly calculated normals.
(Pay Code equal 1)

SEQUENCE:

N/A

COMMAND:
NAO1520

NPPS
OLD VERSUS NEW NORMALS - QNORM

1 OF 3

09/09/89
11:11:31

* SPECIFY PAYBLOCK, SSN, OR PF9 - 'NAME SEARCH'

COMMAND: _____

NPPS

92-08-03
09:39:38

NAO1520

OLD VERSUS NEW NORMALS - QNORM

1 OF 3
1

PAY BLOCK: AA OR SSN: BBB BB BBBB NAME: aaaaaaaaaaaaaaaaaaaaaa aaaaaaaaaaaaaa a

| | OLD | NEW | DIFFERENCE |
|-------------------------|---------|---------|------------|
| GROSS PAY | CCCC.CC | DDDD.DD | EEEE.EE |
| SUPER DIFF | hhhh.hh | iiii.ii | jjjj.jj |
| FOREIGN DIFF | FFFF.FF | GGGG.GG | HHHH.HH |
| RETENTION ALLOW | kkkk.kk | llll.ll | mmmm.mm |
| STAFF DIFF | XXXX.XX | YYYY.YY | ZZZZ.ZZ |
| AUO* | bbbb.bb | cccc.cc | dddd.dd |
| LOCAL PAY | eeee.ee | ffff.ff | gggg.gg |
| CSRS | IIII.II | JJJJ.JJ | KKKK.KK |
| FICA | LLLL.LL | MMMM.MM | NNNN.NN |
| HEALTH INSURANCE TAX | OOOO.OO | PPPP.PP | QQQQ.QQ |
| FEDERAL WITHHOLDING TAX | RRRR.RR | SSSS.SS | TTTT.TT |
| STATE WITHHOLDING TAX | UUUU.UU | VVVV.VV | WWWW.WW |

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF9= NAME SEARCH

PF12= END

* The label AUO will be replaced with AVAIL PAY at the employee level (if employee has availability pay) and AUO/AVAIL PAY at the pay block and center totals level.

See Next Page for Data Elements

**OLD VERSUS NEW NORMALS - QNORM
DATA ELEMENTS
REPORT 968, 1/3**

- A. User Pay Block Selection ('99' For Center)
- B. User SSN Selection
- C. Gross Earnings: Normal (Old)
- D. Gross Earnings: Normal
- E. D - C
- F. Foreign Diff: Normal (Old)
- G. Foreign Diff: Normal
- H. G - F
- I. CSRS: Normal (Old)
- J. CSRS: Normal
- K. J - I
- L. FICA: Normal (Old)
- M. FICA: Normal
- N. M - L
- O. HIT: Normal (Old)
- P. HIT: Normal
- Q. P - O
- R. Federal Tax: Normal (Old)
- S. Federal Tax: Normal
- T. S - R
- U. State Tax: Normal (Old)
- V. State Tax: Normal
- W. V - U
- X. Empl Old Norm Staff Diff Amt
- Y. Empl New Norm Staff Diff Amt
- Z. Y - X
- a. Name (Last, First, MI)
- b. Empl Old Norm Admn Uctrd OT Amt (default) or Availability Pay: Norm Old (if > 0)
- c. Empl New Norm Admn Uctrd OT Amt (default) or Availability Pay: Norm New (if > 0)
- d. b - a
- e. Empl Old Norm Local Pay Amt
- f. Empl New Norm Local Pay Amt
- g. e - d
- h. Supervisory Diff: Old Norm
- i. Supervisory Diff: New Norm
- j. i - h
- k. Retention Allowance: Old Norm
- l. Retention Allowance: New Norm
- m. l - k

REPORT 968

OLD VERSUS NEW NORMALS - QNORM (PAGE 2 OF 3)

PAYROLL

PURPOSE:

To display normal pay controls comparing previous and current pay periods.

CONTENT:

Center, Pay Block or Individual comparisons of old normals versus newly calculated normals.
(Pay Code equal 1)

SEQUENCE:

N/A

COMMAND: _____

NPPS

92-08-03

NAO1520

OLD VERSUS NEW NORMALS - QNORM

2 OF 3

09:40:48

PAY BLCK: AA OR SSN: BBB BB BBBB NAME: aaaaaaaaaaaaaaaaaaaaaa aaaaaaaaaaaaaa a

| | OLD | NEW | DIFFERENCE |
|-------------------------|---------|---------|------------|
| CITY WITHHOLDING TAX | xxxx.xx | yyyy.yy | zzzz.zz |
| CIVILIAN SERVICE CREDIT | bbbb.bb | cccc.cc | dddd.dd |
| COUNTY WITHHOLDING TAX | eeee.ee | ffff.ff | gggg.gg |
| FEGLI | hhhh.hh | iiii.ii | jjjj.jj |
| FEHB | kkkk.kk | llll.ll | mmmm.mm |
| BOND DEDUCTION | CCCC.CC | DDDD.DD | EEEE.EE |
| CFC | FFFF.FF | GGGG.GG | HHHH.HH |
| UNION DUES | IIII.II | JJJJ.JJ | KKKK.KK |
| VOLUNTARY SAVINGS ALLOT | LLLL.LL | MMMM.MM | NNNN.NN |
| NEBA | OOOO.OO | PPPP.PP | QQQQ.QQ |
| FERS | RRRR.RR | SSSS.SS | TTTT.TT |
| ADVANCE PAY DED | UUUU.UU | VVVV.VV | WWWW.WW |

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF9= NAME SEARCH

PF12= END

See Next Page for Data Elements

**OLD VERSUS NEW NORMALS - QNORM
DATA ELEMENTS
REPORT 968, 1/3**

- A. User Pay Block Selection ('99' For Center)
- B. User SSN Selection
- C. Bond: Normal (Old)
- D. Bond: Normal
- E. D - C
- F. CFC: Normal (Old)
- G. CFC: Normal
- H. G - F
- I. Union Dues: Normal (Old)
- J. Union Dues: Normal
- K. J - I
- L. Voluntary Albt: Normal (Old)
- M. Voluntary Allot: Normal
- N. M - L
- O. NEBA: Normal (Old)
- P. NEBA: Normal
- Q. P - O
- R. FERS: Normal (Old)
- S. FERS: Normal
- T. S - R
- U. Empl Old Norm Adv Pay Ded Amt
- V. Empl New Norm Adv Pay Ded Amt
- W. V - U
- X. City Tax: Normal (Old)
- Y. City Tax: Normal
- Z. Y - X
- a. Name (Last, First, MI)
- b. Civil Serv Credit: Normal (Old)
- c. Civil Serv Credit: Normal
- d. c - b
- e. County Tax : Normal (Old)
- f. County Tax : Normal
- g. f - e
- h. FEGLI: Normal (Old)
- i. FEGLI: Normal
- j. h - g
- k. FEHB: Normal (Old)
- l. FEHB: Normal
- m. k - j

REPORT 968**OLD VERSUS NEW NORMALS - QNORM (PAGE 3 OF 3)**

PAYROLL

PURPOSE: To display normal pay controls comparing previous and current pay periods.

CONTENT: Center, Pay Block or Individual comparisons of old normals versus newly calculated normals.
(Pay Code equal 1)

SEQUENCE: N/A

| | | | | |
|----------------|--|--------------------------------|--|----------|
| COMMAND: _____ | | NPPS | | 92-08-03 |
| NAO1520 | | OLD VERSUS NEW NORMALS - QNORM | | 09:41:06 |
| | | 3 OF 3 | | |

| | | | | |
|-------------------------------------------------------------------------------|---------|---------|------------|--|
| ----- | | | | |
| PAY BLOCK: AA OR SSN: BBB BB BBBB NAME: LLLLLLLLLLLLLLLLLLLLLL LLLLLLLLLLLL L | | | | |
| | OLD | NEW | DIFFERENCE | |
| CSRS MILITARY DEPOSIT | SSSS.SS | TTTT.TT | UUUU.UU | |
| FERS MILITARY DEPOSIT | VVVV.VV | WWW.WW | XXXX.XX | |
| TSP DEDUCTION | aaaa.aa | bbbb.bb | cccc.cc | |
| TSP LOAN REPAYMENT ALLOT | dddd.dd | eeee.ee | ffff.ff | |
| INDEBTEDNESS DUE U.S. | MMMM.MM | NNNN.NN | OOOO.OO | |
| BANKRUPTCY | PPPP.PP | QQQQ.QQ | RRRR.RR | |
| CHILD SUPPORT | CCCC.CC | DDDD.DD | EEEE.EE | |
| COMMERCIAL GARNISHMENTS | gggg.gg | hhhh.hh | iiii.ii | |
| COST OF LIVING ALLOWANCE | FFFF.FF | GGGG.GG | HHHH.HH | |
| NET PAY | IIII.II | JJJJ.JJ | KKKK.KK | |
| ----- | | | | |

| | | | |
|--------------|------------------|----------------|---------------|
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF9= NAME SEARCH | PF12= END | |

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A. User Pay Block Selection ('99 for center)</p> <p>B. User SSN Selection</p> <p>C. Child Support: Normal (Old)</p> <p>D. Child Support: Normal</p> <p>E. D - C</p> <p>F. COLA: Normal (Old)</p> <p>G. COLA: Normal</p> <p>H. G - F</p> <p>I. Net Earnings: Normal (Old)</p> <p>J. Net Earnings: Normal</p> <p>K. J - I</p> <p>L. Name (Last, First, MI)</p> <p>M. Indebtedness Due U.S.: Normal (Old)</p> <p>N. Indebtedness Due U.S.: Normal</p> <p>O. N - M</p> <p>P. Bankruptcy: Normal (Old)</p> <p>Q. Bankruptcy: Normal</p> <p>R. Q - P</p> | <p>S. CSRS: Mil Dep Normal (Old)</p> <p>T. CSRS: Mil Dep Normal</p> <p>U. T - S</p> <p>V. FERS: Mil Dep Normal (Old)</p> <p>W. FERS: Mil Dep Normal</p> <p>X. W - V</p> <p>a. TSP: Cy Ded Normal (Old)</p> <p>b. TSP: Cy Ded Normal</p> <p>c. b - a</p> <p>d. TSP: Loan Ded Normal (Old)</p> <p>e. TSP: Loan Ded Normal</p> <p>f. e - d</p> <p>g. Empl Old Norm Grnsh Ded Amt</p> <p>h. Empl New Norm Grnsh DedAmt</p> <p>i. h - g</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

REPORT 969 PAYROLL REGISTER - QREG (PAGE 1 OF 3)

PAYROLL

PURPOSE: To provide information on Base to Gross or Net to Gross total earnings.

CONTENT: Center, Pay Block or Individual Payroll Register information.

SEQUENCE: N/A

| | | | | |
|------------------------------------------------|-------------------------|--------|--|----------|
| * SPECIFY PAYBLOCK, SSN, OR PF9 - 'NAME SEARCH | | | | 92-08-04 |
| COMMAND: _____ | NPPS | | | 14:44:34 |
| NAO1550 | PAYROLL REGISTER - QREG | 1 OF 3 | | 1 |

| | | | | | |
|------------------------------------------|---|--------------------------|---|----------------|---|
| PAY BLOCK: ____ OR SSN: ____ NAME: _____ | | | | | |
| ***** BASE TO GROSS ***** | | ***** NET TO GROSS ***** | | | |
| ADD: | | ADD: NET + DED | | ADD: NET + DED | |
| BASIC PAY | C | NET EARN | D | FEHB | k |
| OVERTIME | F | ADV PAY | r | FERS | E |
| NITE DIF | I | BANKRUPTCY | G | FERS MIL | H |
| HOL WKD | L | BONDS | J | FICA | K |
| LUMP SUM | O | CFC | M | INDEBT US | N |
| UNUS CT PD | R | CHILD SUPP | P | HIT | Q |
| SUN DIF | U | C GARNISH | s | MISC | T |
| HAZARD | X | CIV SV CR | S | NEBA | W |
| FOREN-DIF | b | CITY TAX | V | STATE TAX | Z |
| SUPER DIFF | m | COUNTY TAX | Y | TSP | d |
| RET ALLOW | n | CSRS | c | TSP LOAN | f |
| STAFF DIFF | o | CSRS MIL | e | UNION | h |
| AUO* | p | FED TAX | g | VOL ALLOT | j |
| LOCAL PAY | q | FEGLI | i | SUB TOT | |
| ----- | | | | | |

| | | | |
|--------------|------------------|----------------|---------------|
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF9= NAME SEARCH | PF12= END | |

* The label AUO will be replaced with AVAIL PAY at the employee level (if employee has availability pay) and AUO/AVAIL PAY at the pay block and center totals level.

See Next Page for Data Elements

**PAYROLL REGISTER - QREG
DATA ELEMENTS
REPORT 969, 1/3**

- A. User Pay Block Selection ('99' For Center)
- B. User SSN Selection (Opt.)
- C. Base Earnings: B/W
- D. Net Earnings: B/W
- E. FERS: B/W
- F. Overtime: Earnings B/W
- G. Bankruptcy: B/W
- H. FERS: Mil Dep B/W
- I. Nite Differential: BW
- J. Bond: B/W
- K. FICA: B/W
- L. Holiday Earnings: B/W
- M. CFC: B/W
- N. Total Of Indebtedness Due U.S.: B/W
- O. Lump Total: Leave Payment
- P. Total Of Child Support: B/W
- Q. Hit: B/W
- R. Unused Comp Time Paid: B/W
- S. Civil Serv Credit: B/W
- T. Miscellaneous Required Amt
- U. Sunday Diff: Earnings B/W
- V. City Tax: B/W
- W. NEBA: Total B/W
- X. Hazardous Earnings: B/W
- Y. County Tax: B/W
- Z. State Tax: B/W
- a. Name (Last, First, MI)
- b. Foreign Diff: B/W
- c. CSRS: B/W
- d. TSP: Cy Ded B/W
- e. CSRS: Mil Dep BW
- f. TSP: Loan Ded1 B/W + TSP: Loan Ded2 B/W
- g. Federal Tax: B/W
- h. Union Dues: B/W
- i. FEGLI: B/W

**PAYROLL REGISTER - QREG
DATA ELEMENTS
REPORT 969, 1/3**

- j. Voluntary Allot: B/W
- k. FEHB: B/W
- l. $D + G + J + M + P + S + V + Y + c + e + g + i + k + E + H + K + N + Q + T + W + Z + d + f + h + j$
- m. Supervisory Diff: B/W
- n. Retention Allow: B/W
- o. Empl Stff Diff BW Amt
- p. Empl Admn Uctrd OT BW Amt (default) or Availability Pay: B/W (if > 0)
- q. Empl Lclty Pay Bw Amt
- r. Empl Adv Pay Ded BW Amt
- s. Total of Empl Grnsh Crnt Ded Amt (1-9)

REPORT 969

PAYROLL REGISTER - QREG (PAGE 2 OF 3)

PAYROLL

PURPOSE:

To provide information on Base to Gross or Net to Gross total earnings.

CONTENT:

Center, Pay Block or Individual Payroll Register information.

SEQUENCE:

N/A

| | | | | | |
|----------------|--|-------------------------|--|----------|--|
| COMMAND: _____ | | NPPS | | 92-08-04 | |
| NAO1550 | | PAYROLL REGISTER - QREG | | 14:46:37 | |
| | | 2 OF 3 | | | |

PAY BLOCK: ____ OR SSN: ____ NAME: _____

***** BASE TO GROSS *****

***** NET TO GROSS *****

ADD: ADJUSTMENTS

LESS: REFUNDS/CREDIT

(-)

(+)

| | | | | | |
|------------|---|------------|---|-----------|---|
| BASIC ADJ | C | | | | |
| OT ADJ | D | BILL OF CO | E | BOND REF | F |
| NITE ADJ | G | CFC | H | CFC | I |
| HOL WKD AD | J | CITY TAX | K | CITY TAX | L |
| SUN ADJ | M | CIV SV CR | N | CIV SV CR | O |
| HAZ ADJ | P | CNTY TAX | Q | CNTY TAX | R |
| FIR PR ADJ | S | COLA | T | COLA | U |
| FOR DF ADJ | V | CSRS | W | CSRS | X |
| SUP DF ADJ | o | EIC | Y | EIC | Z |
| RET AL ADJ | p | FED TAX | b | FED TAX | c |
| STF DF ADJ | q | FEGLI | d | FEGLI | e |
| AUO* ADJ | r | FEHB | g | FEHB | h |
| LOCAL ADJ | s | FERS | j | FERS | k |
| | | FICA | m | FICA | n |

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF9= NAME SEARCH

PF12= END

* The label AUO will be replaced with AVAIL PAY at the employee level (if employee has availability pay) and AUO/AVAIL PAY at the pay block and center totals level.

See Next Page for Data Elements

**PAYROLL REGISTER - QREG
DATA ELEMENTS
REPORT 969, 2/3**

- A. User Pay Block Selection ('99' For Center)
- B. SSN (User input)
- C. Base: Earnings Adj
- D. Overtime: Earnings Adj
- E. Bill of Collection: Deduction
- F. Bond: Refund + Bond Refund: Adjustment
- G. Night Diff: Earnings Adj
- H. CFC: Adjustment if CFC: Adjustment > 0
- I. CFC: Adjustment * -1 if CFC: Adjustment < 0
- J. Holiday Work: Earnings Adj
- K. City Tax: Adjustment if City Tax: Adjustment > 0
- L. City Tax: Adjustment * -1 if City Tax: Adjustment < 0
- M. Sunday Diff: Earnings Adj
- N. Civil Serv Credit: Adjustment if Civil Serv Credit: Adjustment > 0
- O. Civil Serv Credit: Adjustment * -1 if Civil Serv Credit: Adjustment < 0
- P. Hazardous: Earnings Adj
- Q. County Tax: Adjustment if County Tax: Adjustment > 0
- R. County Tax: Adjustment * -1 if County Tax: Adjustment < 0
- S. Fire Fighter: Earnings Adj
- T. COLA: Earnings Adj * -1 if COLA: Earnings Adj < 0
- U. COLA: Earnings Adj if COLA: Earnings Adj > 0
- V. Foreign Diff: Earnings Adj
- W. (CSRS: Frmr Adj + Retirement: Cur Adj) if CSRS: Frmr Adj > 0 and Retirement: Cur Adj > 0 and Retirement Plan = '1', '6', 'C', 'E', 'R', OR 'T'
- X. (CSRS: Frmr Adj + Retirement: Cur Adj) * -1 if CSRS: Frmr Adj < 0 and Retirement: Cur Adj < 0 and Retirement Plan = '1', '6', 'C', 'E', 'R', OR 'T'
- Y. EIC: Adjustment * -1 if EIC: Adjustment < 0
- Z. EIC: Adjustment if EIC: Adjustment > 0
- a. Name (Last, First, MI)
- b. Federal Tax: Adjustment if Federal Tax: Adjustment > 0
- c. Federal Tax: Adjustment * -1 if Federal Tax: Adjustment < 0
- d. FEGLI: Adjustment if FEGLI: Adjustment > 0
- e. FEGLI: Adjustment * -1 if FEGLI: Adjustment < 0
- f. C + F + I + L + O + R + U + X + B (on page 1, or 70.a) + C + D + G + J + M + P + S + V
- g. (FEHB: Prior Adj + FEHB: Cur Adj) if FEHB: Prior Adj > 0 and FEHB: Cur Adj > 0
- h. (FEHB: Prior Adj + FEHB: Cur Adj) * -1 if FEHB: Prior Adj < 0 and FEHB: Cur Adj < 0
- i. Statutory Cutback: B/W
- j. (FERS: Frmr Adj + Retirement: Cur Adj) if FERS: Frmr Adj > 0 and Retirement: Cur Adj > 0 and Retirement Plan = 'K', 'M', or 'N'
- k. (FERS: Frmr Adj + Retirement: Cur Adj) * -1 if FERS: Frmr Adj < 0 and Retirement: Cur Adj < 0 and Retirement Plan = 'K', 'M', or 'N'
- l. f - i
- m. FICA: Adjustment if FICA: Adjustment > 0
- n. FICA: Adjustment * -1 if FICA: Adjustment < 0

**PAYROLL REGISTER - QREG
DATA ELEMENTS
REPORT 969, 2/3**

- o. Supervisory Diff: Current Adj
- p. Retention Allow: Current Adjustment
- q. Empl Stff Diff BW Adj Amt
- r. Empl Admn Uctrd OT BW Adj Amt (default) or Availability Pay: Adj (if not = 0)
- s. Empl Lclty Pay BW Adj Amt

REPORT 969 PAYROLL REGISTER - QREG (PAGE 3 OF 3)

PAYROLL

PURPOSE: To provide information on Base to Gross or Net to Gross total earnings.

CONTENT: Center, Pay Block or Individual Payroll Register information.

SEQUENCE: N/A

| | | | | | |
|---------------------------------------------------------|--|-------------------------|--|----------|--|
| COMMAND: _____ | | NPPS | | 92-08-04 | |
| NAO1550 | | PAYROLL REGISTER - QREG | | 14:46:58 | |
| | | 3 OF 3 | | | |
| PAY BLOCK: ____ OR SSN: ____ NAME: _____ | | | | | |
| ***** BASE TO GROSS ***** | | | | | |
| ***** NET TO GROSS ***** | | | | | |
| ADD: ADJUSTMENTS | | | | | |
| LESS: REFUNDS/CREDIT | | | | | |
| (-) | | | | | |
| (+) | | | | | |
| HIT C HIT D | | | | | |
| ST TAX E ST TAX F | | | | | |
| TSP ADJ G TSP ADJ H | | | | | |
| TSP LOAN I TSP LOAN J | | | | | |
| UNION DUES K UNION DUES L | | | | | |
| ADV PAY T ADV PAY U | | | | | |
| SUB TOT M SUB TOT N | | | | | |
| LESS: | | | | | |
| EIC AMT(+) O | | | | | |
| COLA (+) P | | | | | |
| TOT ERN Q | | | | | |
| TOT ERN R | | | | | |
| ----- | | | | | |
| PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD | | | | | |
| PF8= FORWARD PF9= NAME SEARCH PF12= END | | | | | |

See Next Page for Data Elements

**PAYROLL REGISTER - QREG
DATA ELEMENTS
REPORT 969, 3/3**

- A. User Pay Block Selection ('99' For Center)
- B. SSN (User input)
- C. HIT: Adjustment If HIT: Adjustment > 0
- D. HIT: Adjustment * -1 If HIT: Adjustment < 0
- E. (State Tax: Cur Adj + State Tax: Frmr Adj) if State Tax: Cur Adj > 0 and State Tax: Frmr Adj > 0
- F. (State Tax: Cur Adj + State Tax: Frmr Adj) * -1 if State Tax: Cur Adj < 0 and State Tax: Frmr Adj < 0
- G. TSP: Curr PP Emp Adjustment
- H. (TSP: Cy Ded Adj - G) * -1
- I. (TSP: Loan 1 Adjustment + TSP: Loan 2 Adjustment) if TSP: Loan 1 Adjustment > 0 and TSP: Loan 2 Adjustment > 0
- J. (TSP: Loan 1 Adjustment + TSP: Loan 2 Adjustment) * -1 if TSP: Loan 1 Adjustment < 0 and TSP: Loan 2 Adjustment < 0
- K. Union Dues: Adjustment If Union Dues: Adjustment > 0
- L. Union Dues: Adjustment * -1 If Union Dues: Adjustment < 0
- M. Total positive Adjustments
- N. Total negative Adjustments
- O. EIC
- P. COLA: B/W
- Q. f - i (on page 2)
- R. 1 (on page 1) + N - (M + O + P)
- S. Name (Last, First, MI)
- T. Empl Adv Pay Adj BW Amt
- U. (Empl Adv Pay Adj BW Amt) * - 1

REPORT 970 PERSONNEL DATA - PERSON

PAYROLL

PURPOSE: To display SF 50 Data.

CONTENT: SF 50 Data for selected employees.

SEQUENCE: N/A

| | | | |
|-------------------------|--------------------|------------------------------|------------------|
| COMMAND: _____ | | NPPS | |
| NAO1560 | | PERSONNEL DATA - PERSON | |
| ----- | | | |
| SSN: AAA AA AAAA | FUNC: | NAME: BBBBBBBBBBBBBBBBBBBBBB | BBBBBBBBBBBBB B |
| SCD LEAVE DATE: | CCCCC | NCC SUFFIX: | HHHHH |
| INSTALLATION EOD: | EEEEEE | ADJ BASIC PAY: | JJJJJJJJ.JJ |
| BIRTH DATE: | IIIIII | OT RATE: | MMM.MM |
| GRADE: KK | STEP: LL | LOCAL PAY: 000.00 | AUO: ppp.pp |
| FLSA STS: N | ORG LOCATED: DDDDD | STAFF DIFF: 999.99 | AVAIL: sss.ss |
| ADJ BASIC HOURLY/DAILY: | QQQ.QQ | SUPER DIFF RATE: | jjj.jj |
| WORK SCHED CODE: s | | RET ALLOW RATE: | kkk.kk |
| PART TIME HOURS: 11 | | ANN LV CATG: O | ACCR RATE: PP |
| AL ACCR AVAIL: WWW.WW | | RESTORED LV BAL: | RRRR.RR |
| SL ACCR AVAIL: IIII.II | | COMP TIME BAL: | TTTT.TT |
| LWOP WIG: bbbb.bb | FEHB CONTR: r | CREDIT HRS BAL: | VVVV.VV |
| RETIRE PLAN: d | FEHB PLAN: UUU | LWOP YTD: | XXXX.XX |
| FEGLI PLAN: g | FACIL CODE: M | SCH ADJ BASIC PAY: | ZZZZZZZZ.ZZ |
| TENURE TYPE: h | OCCUP CODE: iiii | ORG ASSIGNED: | cccc |
| FTE LINE ITEM: FF | PAY TBL: nnn | PAY PLAN: ee | POSITION TYPE: f |
| ----- | | | |
| FUNCTIONS: | | N= NAME SEARCH | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | R= RETRIEVE |
| | | | PF12= END_ |

See Next Page for Data Elements

**PERSONNEL DATA - PERSON
DATA ELEMENTS
REPORT 970**

- A. SSN (User input)
- B. Name: Last, Name: First, Name: Middle
- C. SCD: Leave
- D. Organization: Located
- E. EOD Date
- F. FTE Line Item
- G. COOP: Work Limit Date (Position: Type 0 Or 1)
- H. NASA Classification Code
- I. Date Of Birth
- J. Salary
- K. Grade: Current
- L. Step
- M. If Pay Plan Not = 'ES' and Occupational Code not = 1811
 If FLSA Pay Status = 'E' and Job Series Not = 1 and
 (Salary: Hourly X Premium Rate Table) > Overtime Rate Max Table
 Overtime Rate Max Table
 Else
 Salary: Hourly X Premium Rate Table*
 * If Occupational Code = 1811 and Salary: Hourly > Overtime Rate Max Table Salary: Hourly
- N. FLSA Pay Status
- O. Annual Leave: Accrual Category
- P. Annual Leave: Accrual Rate
- Q. If Pay Basis = 'PD'
 Salary
 Else
 Salary: Hourly
- R. Restored Leave: Reason Code A + B + C + (Restored Leave: PYCO - Restored Leave: Used YTD)
- S. Work Schedule Code
- T. Comp Time: Current Balance
- U. FEHB: Plan Code
- V. Credit Hours: Balance
- W. Annual Leave: Earned Balance
- X. LWOP: Used YTD
- Y. Sick Leave: Balance
- Z. Salary: Scheduled
- b. LWOP: WIG Hours
- c. Organization: Assigned
- d. Retirement Plan
- e. Pay Plan
- f. Position: Type
- g. FEGLI: Code
- h. Tenure Code
- i. Occupation Code
- j. Supervisory Diff: Rate

**PERSONNEL DATA - PERSON
DATA ELEMENTS
REPORT 970**

- k. Retention Allow: Rate
- l. Part Time Hours
- m. Facility Code
- n. Pay Table Code
- o. Empl Lclty Pay Adj Rate
- p. Empl Admn Uctrd OT Rate
- q. Empl Stff Diff Rate
- r. FEHB: Contribution Flag
- s. Availability Pay: Hourly Rate

REPORT 972

T & A REPORTED HOURS - QTAR

PAYROLL

PURPOSE:

To display Time and Attendance total records.

CONTENT:

Displays at the Hundreds, Pay Block or Center level.

SEQUENCE:

N/A

| | | | | |
|----------------------------------------------------------------------------------|--|---------------------------------------|--|----------------------|
| COMMAND:
NAO3200 | | NPPS
T & A REPORTED HOURS - QTAR - | | 09/05/89
11:11:31 |
| FUNCTION: _ PAY BLOCK _ SSN _ _ _ _ _ THRU | | | | |
| T & A'S PRESENT: EEEE ERRORS: kkkk MISSING: FFFF REACTIVATIONS: GGGG | | | | |
| REGULAR: HHHH | | OTHER LEAVE: | | |
| OVERTIME: JJJJ | | A - ADMINISTRATIVE: QQQQ | | |
| NIGHT DIFF: LLLL | | C - COURT: WWWW | | |
| COMP EARNED: NNNN | | D - CREDIT USED: ffff | | |
| HOLIDAY WORKED: PPPP | | E - EXCUSED: UUUU | | |
| SUNDAY DIFF: RRRR | | G - GRADUATE: SSSS | | |
| HAZARD DUTY: TTTT | | H - HOME LEAVE: bbbb | | |
| ANNUAL LEAVE: VVVV | | I - COP: YYYY | | |
| SICK LEAVE: XXXX | | J - JURY: MMMM | | |
| COMP TAKEN: ZZZZ | | M - MILITARY: OOOO | | |
| LWOP: cccc | | R - REL CT USED: iiia | | |
| SUSPENSION: eeee | | T - TIME OFF AWARD: jjjj | | |
| AWOL: gggg | | Y - CREDIT EARNED: dddd | | |
| HOLIDAY: IIII | | Z - REL CT EARNED: hhhh | | |
| RESTORED LEAVE: KKKK | | | | |
| FUNCTION: H= HUNDRED TOT / SCROLL B= BLOCK TOT C= CENTER TOT | | | | |
| PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END | | | | |

See Next Page for Data Elements

**T & A REPORTED HOURS - QTAR
DATA ELEMENTS
REPORT 972**

- A. Program Function (User input; H, B, C)
- B. Pay Block (User input; Opt.)
- C. Starting SSN (User input; Opt.)
- D. Ending SSN (User input; Opt.)
- E. Count Of T & A: Status = 'G'
- F. Count Of T & A: Status = 'M'
- G. Count Of Reactivation Indicator = 'Z'
- H. Total Of Regular Hours
- I. Total Of Holiday Leave: Used
- J. Total Of Overtime: Hours
- K. Total Of Restored Leave: Used
- L. Total Of Nite Differential: Hrs
- M. Total Of Jury Leave: Used
- N. Total Of CompTime: Earned
- O. Total Of Military Leave: Used
- P. Total Of Holiday Hours
- Q. Total Of Administrative Leave: Used
- R. Total Of Sunday Diff: Hours
- S. Total Of Graduate Leave: Used
- T. Total Of Hazardous Hours
- U. Total Of Excused Leave: Hours
- V. Total Of Annual Leave: Used
- W. Total Of Court Leave: Used
- X. Total Of Sick Leave: Used
- Y. Total Of COP Leave: Used
- Z. Total Of Comp Time: Used
- b. Total Of Home Leave: Used
- c. Total Of LWOP: Used
- d. Total Of Credit Hours: Earned
- e. Total Of Suspension: Used
- f. Total Of Credit Hours: Used
- g. Total Of AWOL: Used
- h. Total Of Comp Time: Relig Earned
- i. Total Of Comp Time: Relig Used
- j. Total Of Empl Hours Time Off Total Paid
- k. Count Of T & A: Status = 'E'

REPORT 973

TOUR OF DUTY NORMALS - QPAY (PAGE 1 OF 3)

PAYROLL

PURPOSE:

To display Current Normals Data for a SSN.

CONTENT:

Figures shown are based on the Part Time hours field. Uses normals calculation rules.

SEQUENCE:

N/A

* SPECIFY SSN

92-08-03

COMMAND: _____

NPPS

08:31:30

NAO1587

TOUR OF DUTY NORMALS - QPAY

1 OF 3

SSN: AAA AA AAAA

PAY BLOCK: BB

CURRENT NORMALS

PART TIME HOURS C

GROSS PAY D

SUPER DIFF N

FOREIGN DIFF E

RETENTION ALLOW O

STAFF DIFF K

AUO L

LOCAL PAY M

CSRS F

FICA G

HEALTH INSURANCE TAX H

FEDERAL WITHHOLDING TAX I

STATE WITHHOLDING TAX J

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF12= END

See Next Page for Data Elements

TOUR OF DUTY NORMALS - QPAY (Page 1 of 3)
DATA ELEMENTS
REPORT 973, 1/3

- A. SSN (User input)
- B. Pay Block
- C. Part Time Hours (Zero Hours Is An Error)
- D. Gross Earnings: Normal *
- E. Foreign Diff: Normal *
- F. CSRS: Normal *
- G. FICA: Normal *
- H. HIT: Normal *
- I. Federal Tax: Normal *
- J. State Tax: Normal *
- K. Staffing Differential: Normal
- L. AUO: Normal
- M. Locality Pay: Normal
- N. Supervisory Diff: Normal *
- O. Retention Allow: Normal *

*Note: Calculated In Accordance With Paragraph 3.1.3.1, Normal Pay Controls Processing Requirements.

REPORT 973

TOUR OF DUTY NORMALS - QPAY (PAGE 2 OF 3)

PAYROLL

PURPOSE:

To display Current Normals Data for a SSN.

CONTENT:

Figures shown are based on the Part Time Hours field. Uses Normals calculation rules.

SEQUENCE:

N/A

| | | | |
|----------------|-----------------------------|--------|----------|
| COMMAND: _____ | | NPPS | 92-08-03 |
| NAO1587 | TOUR OF DUTY NORMALS - QPAY | 2 OF 3 | 08:31:57 |

SSN: AAA AA AAAA PAY BLOCK: BB

| | |
|-------------------------|-----------------|
| | CURRENT NORMALS |
| CITY WITHHOLDING TAX | M |
| CIVILIAN SERVICE CREDIT | N |
| COUNTY WITHHOLDING TAX | O |
| FEGLI | C |
| FEHB | D |
| BOND DEDUCTION | E |
| CFC | F |
| UNION DUES | G |
| VOLUNTARY SAVINGS ALLOT | H |
| NEBA | I |
| FERS | J |
| CSRS MILITARY DEPOSIT | K |
| FERS MILITARY DEPOSIT | L |

| | | | |
|--------------|------------------|----------------|---------------|
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

TOUR OF DUTY NORMALS - QPAY (Page 2 of 3)
DATA ELEMENTS
REPORT 973, 2/3

- A. SSN (User input)
- B. Pay Block
- C. FEGLI: Normal *
- D. FEHB: Normal *
- E. Bond: Normal *
- F. CFC: Normal *
- G. Union Dues: Normal *
- H. Voluntary Allot: Normal *
- I. NEBA: Normal *
- J. FERS: Normal *
- K. CSRS: Mil Dep Normal *
- L. FERS: Mil Dep Normal *
- M. City Tax: Normal *
- N. Civil Serv Credit: Normal *
- O. County Tax: Normal *

*Note: Calculated In Accordance With Paragraph 3.1.3.1, Normal Pay Controls Processing Requirements.

REPORT 973

TOUR OF DUTY NORMALS - QPAY (PAGE 3 OF 3)

PAYROLL

PURPOSE:

To display Current Normals Data for a SSN.

CONTENT:

Figures shown are based on the Part Time hours field.Uses normals calculation rules.

SEQUENCE:

N/A

| | | | |
|----------------|-----------------------------|--------|----------|
| COMMAND: _____ | | NPPS | 92-08-03 |
| NAO1587 | TOUR OF DUTY NORMALS - QPAY | 3 OF 3 | 08:32:18 |

SSN: AAA AA AAAA PAY BLOCK:

TSP DEDUCTION

TSP LOAN REPAYMENT ALLOT

INDEBTEDNESS DUE U.S.

BANKRUPTCY

CHILD SUPPORT

COMMERCIAL GARNISHMENTS

COST OF LIVING ALLOWANCE

ADVANCE PAY DED

NET PAY

CURRENT NORMALS

C

D

E

F

G

K

H

J

I

| | | | |
|--------------|------------------|----------------|---------------|
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

- A. SSN (User Input)

B. Pay Block

C. TSP: Cy Ded Normal *

D. TSP: Loan Ded Normal *

E. Indebtedness Due U.S.: Normal *

F. Bankruptcy: Normal *

G. Child Support: Normal *

H. COLA: Normal *

I. $D - (F + G + H + I + J + K + L + M)$
(on page 1) + (C + D + E + F + G +
H + I + J + K + L) (on page 2) + (C +
D + E + F + G + K) + H + J

J. Advance Pay Deduction: Normal

K. Empl Norm Grnsh Crnt Ded *
- * Calculated in Accordance with Paragraph 3.1.3.1, Normal Pay controls processing requirements

REPORT 974 PAY PERIOD HISTORY1 - QHIST1 (PAGE 1 OF 5)

PAYROLL

PURPOSE: To display Pay Period History Data for an employee.

CONTENT: User selects Employee, Pay Period and Pay Period Year.

SEQUENCE: N/A

| | | | |
|--------------------------------------------------------------------------------|----------------------|----------------------|---------------|
| COMMAND: _____ NPPS | | | |
| NA01591 PAY PERIOD HISTORY1 - QHIST1 1 OF 5 | | | |
| ----- | | | |
| SSN: _____ LAST NAME: _____ FIRST NM: _____ I: - | | | |
| PP: _____ PAY DATE YEAR: _____ (TYPE NAME AND HIT ENTER FOR NAME SEARCH) | | | |
| ----- | | | |
| ADV PAY DED: nnnn | CFC: YYYY | COLA: dddd | |
| ADV PAY ADJ: oooo | CFC ADJ: cccc | COLA ADJ: kkkk | |
| AUO: pppp | CHILD SUPP: HHHH | CSRS: IIII | |
| AUO ADJ: qqqq | C GARNISH: rrrr | CUR ADJ: LLLL | |
| AVAIL PAY: tttt | CITY TAX: KKKK | FRMR ADJ: mmmm | |
| AVAIL ADJ: uuuu | CTTX ADJ: NNNN | CSRS MIL: OOOO | |
| BANKRUPTCY: GGGG | FRMR ADJ: ssss | DUE U.S.: RRRR | |
| BASE PAY: JJJJ | CIV SV CR: QQQQ | EIC.: UUUU | |
| BASE ADJ: MMMM | CIV ADJ: TTTT | EIC ADJ: XXXX | |
| BILL OF COL: PPPP | CNTY TAX: WWWW | FED TAXES: bbbb | |
| BOND: SSSS | CNTY ADJ: ZZZZ | FEDTX ADJ: eeee | |
| BOND REFND: VVVV | RETIREMENT PLAN: g | FEHB: hhh | |
| ADJ BASIC HR: fffff | PAID FLSA: iiii | FEGLI: j | |
| ----- | | | |
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

PAY PERIOD HISTORY1 - QHIST1
DATA ELEMENTS
REPORT 974, 1/5

- A. SSN (User input; Opt.)
- B. Name: Last (User input; Opt.)
- C. Name: First (User input; Opt.)
- D. Name: Mi (User input; Opt.)
- E. Pay Period (User input)
- F. Pay Date Year (User input)
- G. BANKRUPTCY-BW
- H. CHILD-SUPP-BW
- I. CSRS-BW
- J. BASE-EARN-BW
- K. CITY-TAX-BW
- L. CSRS-CUR-ADJ-BW
- M. BASE-EARN-ADJ
- N. CITY-TAX-ADJ
- O. CSRS-MIL-DEPBW
- P. BILL-OF-COLLECT
- Q. Not Loaded
- R. INDEBT-US-BW
- S. BOND-BW
- T. Not Loaded
- U. EIC
- V. BOND-REFUND-PP
- W. COUNTY-TAX-BW
- X. EIC-ADJUSTMENT
- Y. CFC-BW
- Z. COUNTY-TAX-ADJ
- b. FED-TAX-BW
- c. CFC-ADJ
- d. COLA-BW
- e. FED-TAX-ADJUST
- f. SALARY-HOURLY
- g. RET-CD
- h. FEHB-PLAN-CODE
- i. FLSA-PAID-IND
- j. FEGLI-CODE
- k. COLA-ADJ-BW
- m. CSRS-FRMR-ADJ-BW
- n. Empl Hist Adv Pay Ded BW Amt
- o. Empl Hist Adv Pay Adj BW Amt
- p. Empl Hist Admn Uctrd OT BW Amt
- q. Empl Hist Admn Uctrd OT BW Adj Amt
- r. Empl Total Grnsh Crnt Ded Amt
- s. City Tax - Former Adj
- t. Availability Pay: B/W Hist
- u. Availability Pay: Adj Hist

REPORT 974 PAY PERIOD HISTORY2 - QHIST2 (PAGE 2 OF 5)

PAYROLL

PURPOSE: To display Pay Period History Data for an employee.

CONTENT: User selects Employee, Pay Period and Pay Period Year.

SEQUENCE: N/A

| | | | |
|----------------|------------------------------|--------|----------|
| COMMAND: _____ | | NPPS | 92-08-04 |
| NAO1591 | PAY PERIOD HISTORY2 - QHIST2 | 2 OF 5 | 14:51:30 |

| | | | |
|------------------|-------------------------------|----------------------|------|
| ----- | | | |
| SSN: AAA AA AAAA | LAST NAME: BBBBBBBBBBBBBBBBBB | FIRST NM: CCCCCCCCCC | I: D |
| PP: EE | PAY DATE YEAR: FFFF | | |
| ----- | | | |
| FEGLI: GGG | GROSS PAY: 1111 | LOCAL PAY: ttt | |
| FEGLI ADJ: JJJ | FF PREM ADJ: UUUU | LOCAL ADJ: uuu | |
| FEHB: MMM | FOR DIF ADJ: XXXX | LUMP LEAVE: TTTT | |
| CUR ADJ: RRR | HAZARD ADJ: bbbb | LUMP ADJ: ssss | |
| FRMR ADJ: PPP | HOL WK ADJ: eeee | MISC DED: WWWW | |
| FERS: SSS | NT DIFF ADJ: hhhh | NEBA: ZZZZ | |
| CUR ADJ: VVV | OT ADJ: kkkk | NET PAY: dddd | |
| FRMR ADJ: rrr | SUN DIF ADJ: nnnn | NITE DIFF: gggg | |
| FERS MIL: YYY | HAZ DUTY: HHHH | OVERTIME: mmmm | |
| FICA: ccc | HIT: KKKK | UNUSE CT P: pppp | |
| FICA ADJ: fff | HIT ADJ: NNNN | PCS EARN: jjj | |
| FOR DIFF: iii | HOLD WKED: QQQQ | | |
| ----- | | | |

| | | | |
|--------------|------------------|----------------|---------------|
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

See Next Page for Data Elements

PAY PERIOD HISTORY2 - QHIST2
DATA ELEMENTS
REPORT 974, 2/5

- A. SSN (User input; Opt.)
- B. Name: Last (User input; Opt.)
- C. Name: First (User input; Opt.)
- D. Name: Mi (User input; Opt.)
- E. Pay Period (User input)
- F. Pay Date Year (User input)
- G. FEGLI-BW
- H. HAZARD-EARN-BW
- I. Retention Allow: Hist BW
- J. FEGLI-ADJ
- K. HIT-DED-BW
- L. STATU-CUT-BW
- M. FEHB-BW
- N. HIT-ADJUSTMENT
- P. FEHB-PRIOR-AJ
- Q. HOLIDAY-EARN-BW
- R. FEHB-CUR-ADJ-EMP
- S. FERS-BW
- T. LUMP-LEAVE-PAYMT
- U. FIRE-PREM-ADJ-BW
- V. FERS-CUR-ADJ-BW
- W. MISC-BW
- X. FORGN-DIF-ADJ-BW
- Y. FERS-MIL-DEP-BW
- Z. NEBA-TOTAL-BW
- b. HAZ-DOL-ADJ-BW
- c. FICA-BW
- d. NET-EARN-BW
- e. HOLWK-DOL-ADJ-BW
- f. FICA-ADJ
- g. NITE-DIF-EARN-BW
- h. NITE-DOL-ADJ-BW
- i. FOREIGN-DIFF-BW
- j. PCS-E-N-S-FED-TX + PCS-E-S-FED-TX
- k. OT-EARN-ADJ
- l. GROSS-EARN-BW
- m. OT-EARN-BW
- n. SUN-DOL-ADJ-BW
- p. COMP-T-PD-AMT-BW
- r. FERS-FRMR-ADJ-BW
- s. LUMP-LEAVE-ADJ
- t. Empl Hist Lclty Pay BW Amt
- u. Empl Hist Lclty Pay BW Adj Amt

REPORT 974 PAY PERIOD HISTORY3 - QHIST3 (PAGE 3 OF 5)

PAYROLL

PURPOSE: To display Pay Period History Data for an employee.

CONTENT: User selects Employee, Pay Period and Pay Period Year.

SEQUENCE: N/A

| | | | |
|----------------|------------------------------|--------|----------|
| COMMAND: _____ | | NPPS | 92-08-04 |
| NAO1591 | PAY PERIOD HISTORY3 - QHIST3 | 3 OF 5 | 14:53:01 |


```

-----
SSN: AAA AA AAAA  LAST NAME: BBBBBBBBBBBBBBBBBBBB  FIRST NM: CCCCCCCCCC  I: D
PP: EE      PAY DATE YEAR: FFFF

RET ALLOW:          TSP DED:      HHHH
RET ADJ:           TSP ADJ:      IIII
STAFF DIFF:  TTT      TSP LOAN:   JJJJ
STAFF ADJ:   UUU      LOAN1 ADJ:  KKKK
STAT CUT:          LOAN2 ADJ:  LLLL
STATE TAX:   PPPP      UNION:      MMMM
STTX ADJ:    QQQQ      UNION ADJ:  NNNN
FRMR ADJ:    RRRR      VOL ALLOT:  OOOO
SUN DIFF:    GGGG
SUPER DIFF:  SSSS
SUPER ADJ:   VVV
-----

```


| | | | |
|--------------|------------------|----------------|---------------|
| PF1= HELP | PF3= PREV SCREEN | PF5= MAIN MENU | PF7= BACKWARD |
| PF8= FORWARD | PF12= END | | |

- | | |
|-----------------------------------|-------------------------------------|
| A. SSN (User input; opt.) | Q. STATE-TAX-ADJ |
| B. Name: Last (User input; opt.) | R. FRMR-ST-ADJ-DOL |
| C. Name: First (User input; opt.) | S. Super Diff: Hist BW |
| D. Name: MI (User input; opt.) | T. Empl Hist Stfng Dfntl BW Amt |
| E. Pay Period (User input) | U. Empl Hist Stfng Dfntl BW Adj Amt |
| F. Pay Date Year (User input) | V. Super Diff: Hist BW Adj |
| G. SUN-DIF-EARN-BW | |
| H. TSP-CY-BW | |
| I. TSP-CY-DED-ADJ | |
| J. TSP-LOAN-DED-BW | |
| K. TSP-LOAN1-ADJ | |
| L. TSP-LOAN2-ADJ | |
| M. UNION-DUESBW | |
| N. UNION-DUES-ADJ | |
| O. VOL-ALLOT-BW | |
| P. STATE-TAX-BW | |

PAYROLL

SEQUENCE: N/A

See Next Page for Data Elements

PAY PERIOD HISTORY4 - QHIST4
DATA ELEMENTS
REPORT 974, 4/5

- A. SSN (User input; Opt.)
- B. Name: Last (User input; Opt.)
- C. Name: First (User input; Opt.)
- D. Name: MI (User input; Opt.)
- E. Pay Period (User input)
- F. Pay Date Year (User input)
- G. ANNUAL-LV-PYCO
- H. ANNUAL-LV-ACCR-BW
- I. ANNUAL-LV-USE-BW
- J. ANNUAL-LV-RIC-BW
- K. $H - (I + J)$
- L. LEAVE-PERIOD-CUR
- M. $G + Q$
- N. ANNUAL-LV-YTD-ACR
- O. ANNUAL-LV-YTD-USE
- P. ANNUAL-LV-YTD-RIC
- Q. $N - (O + P)$
- R. SICK-LV-ACCR-BW
- S. SICK-LV-USE-BW
- T. SICK-LV-RIC-BW
- U. $R - (S + T)$
- V. SICK-LV-ACCR-YTD
- W. SICK-LV-USED-YTD
- X. SICK-LV-RIC-YTD
- Y. SICK-LV-PYCO
- Z. LWOP-USED-BW
- a. $Y + i$
- b. LWOP-80-HOUR-ACR
- c. REST-LV-PYCO
- d. RESTOR-LV-USE-BW
- e. LWOP-USED-YTD
- f. LWOP-WIG-HOURS
- g. REST-LV-HR-TOT
- h. RESTOR-LV-BAL
- i. $v - (w + x)$

REPORT 974 PAY PERIOD HISTORY5 - QHIST5 (PAGE 5 OF 5)

PAYROLL

PURPOSE: To display Pay Period History Data for an employee.
CONTENT: User selects Employee, Pay Period and Pay Period Year.
SEQUENCE: N/A

| | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------|--|--------------------------------|
| COMMAND:
NAO1591 | | NPPS
PAY PERIOD HISTORY5 - QHIST5 | | 09/05/89
11:11:31
5 OF 5 |
| SSN: AAA AA AAAA LAST NAME: BBBBBBBBBBBBBBBBBB FIRST NM: CCCCCCCCCC I: D
PP: EE PAY DATE YEAR: FFFF | | | | |
| BASE HOURS: G
OVERTIME HOURS: H
NITE DIFF HOURS: I
HAZARDOUS HOURS: J
HOLIDAY WORKED: K
SUNDAY HOURS: L | | | | |
| PF1 = HELP PF3 = PREV SCREEN PF5 = MAIN MENU PF7 = BACKWARD
PF8 = FORWARD PF12 = END | | | | |

- A. SSN (User input; opt.)
- B. Name: Last (User input; opt.)
- C. Name: First (User input; opt.)
- D. Name: MI (User input; opt.)
- E. Pay Period (User input)
- F. Pay Date Year (User input)
- G. BASE-HRS-BW
- H. OT-HRS-BW
- I. NITE-DIF-HR-BW
- J. HAZARD-HOURS-BW
- K. HOLIDAY-HRS-BW
- L. Sunday Diff: Hours B/W Hist

REPORT 975**BONDS CONTROL - QBOND**

PAYROLL

PURPOSE: To calculate Bond Control Totals.

CONTENT: Center, Payblock, or Individual Bond deduction summaries for active bonds.

SEQUENCE: N/A

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------|
| COMMAND:
NAO1540 | NPPS
BONDS CONTROL - QBOND | 09/05/89
11:11:31 |
| <p>PAYBLK: AA OR SSN: BBB BB BBBB (99 = CENTER)</p> <p>*** EMPLOYEE ***</p> <p># OF ACTIVE BONDS: CCCC TOT DED AMOUNT: DDDDDDD.DD
 # OF ROTATING OWNERS: EEEE TOT DED THIS PP: FFFFFFFF.FF BONDS PURCHASED: GGGG</p> <p>*** PAY BLOCK/CENTER ***</p> <p># OF ACTIVE BONDS: HHHH TOT DED AMOUNT: IIIIIIII.II
 # OF ROTATING OWNERS: JJJJ TOT DED THIS PP: KKKKKKK.KK BONDS PURCHASED: LLLL</p> | | |
| <p>FUNCTIONS:</p> <p>PF1 = HELP PF3 = PREV SCREEN PF5 = MAIN MENU PF12 = END</p> | | |

- A. Pay Block (User input; 99 for center)
- B. SSN (User input)
- C. Count of (Bond: Code not = 'D') and
(Bond: Requested Deduction > 0)
- D. Total of Bond: Requested Deduction
- E. Count of Bond: Owner SSN
- F. Total of Bond: Current Deduction
- G. Count of (Bond: Purchase Indicator not
= blank)
- H. C For Pay Block or Center
- I. D For Pay Block or Center
- J. E For Pay Block or Center
- K. F For Pay Block or Center
- L. G For Pay Block or Center

REPORT 976

NEW EMPLOYEE LIST - QNEW

PAYROLL

PURPOSE:

To display new employees and, optionally, begin the process to administer the payroll action for new employees.

CONTENT:

New employees.

SEQUENCE:

By Center Code, SSN.

| | | | | | |
|----------|--|--------------------------|--|--|----------|
| COMMAND: | | NPPS | | | 09/05/89 |
| NAO1570 | | NEW EMPLOYEE LIST - QNEW | | | 11:11:31 |

| | | | | | |
|-----|--------------------------------------|----------|------------|-----|--------|
| ADD | CHAIN | NAME | EOD DATE | SSN | PAYBLK |
| SEL | | | | | |
| A | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | CCCCCCCC | DDDDDDDDDD | EE | |
| - | | | | | |
| - | | | | | |
| - | | | | | |
| - | | | | | |
| - | | | | | |
| - | | | | | |
| - | | | | | |
| - | | | | | |
| - | | | | | |
| - | | | | | |

| | | | |
|------------|-------------------|-----------------|------------|
| FUNCTIONS: | | | |
| PF1 = HELP | PF3 = PREV SCREEN | PF5 = MAIN MENU | PF12 = END |

- A. Non blank entry in any line starts
NAO1110 process (User input)

B. Name: Last, Name: First, Name:
Middle

C. EOD Date

D. SSN

E. PAY-NEW-EMP-BLK
- SELECTION CRITERIA:

Includes all employees with the following
criteria:

- New employee indicator not equal
blank

REPORT 977

TERMINATED EMPLOYEE LIST - QTERM

PAYROLL

PURPOSE: To list terminating employees by pay block. Allows selection of employee for processing of lump sum leave.

CONTENT: All terminating employees.

SEQUENCE: By Center Code, Pay Block, SSN.

| | | | | | |
|----------|--|----------------------------------|--|----------|--|
| COMMAND: | | NPPS | | 09/05/89 | |
| NAO1580 | | TERMINATED EMPLOYEE LIST - QTERM | | 11:11:31 | |

PAYBLOCK: AA

LUMP SUM LV

SELECTION

NAME

TERMINATION

DATE REASON

SSN

| | | | | |
|---|--------------------------------------|----------|-----|--------------|
| B | CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC | DDDDDDDD | EEE | FFFFFFFFFFFF |
| - | | | | |
| - | | | | |
| - | | | | |
| - | | | | |
| - | | | | |
| - | | | | |
| - | | | | |
| - | | | | |
| - | | | | |
| - | | | | |

FUNCTIONS:

PF1 = HELP

PF3 = PREV SCREEN

PF5 = MAIN MENU

PF12 = END

- A. Pay Block (User input; 01-09)
- B. Non Blank Entry initiates Lump Sum Leave Calculation
- C. Name: Last, Name: First, Name: Middle
- D. Termination Date
- E. Termination Reason
- F. SSN

SELECTION CRITERIA:

Include all employees with the following criteria:

- Duty Status equals 'Z'
- Reactivation Indicator equals 0 (active for pay)

REPORT 978 AWARDS CONTROL - QAWARD PAYROLL

PURPOSE: To display and update employee awards data.

CONTENT: Selected employee awards data. User may modify local award check field.

SEQUENCE: N/A

| | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------|-----------------|----------------------|-----------------------------------|----------------------------|-----------------|----------------------|--------------------|
| COMMAND:
NAO1585 | | NPPS
AWARDS CONTROL - QAWARD | | | | | | 08/29/91
11:11:11 | |
| SSN
AAA AA AAAA | | PAYBLK
BB | FUNCT
C | PAY DATE
DD/DD/DD | LAST NAME
EEEEEEEEEEEEEEEEEEEE | FIRST NAME
FFFFFFFFFFFF | I
G | | |
| AWD
1
2
3 | | GROSS
HHHH.HH | FED
IIIII.II | OASDI
JJJJ.JJ | HIT
KKKK.KK | STATE
LLLL.LL | CITY
MMMM.MM | COUNTY
NNNN.NN | NET AWD
OOOO.OO |
| TOT | | PPPP.PP | QQQQ.QQ | RRRR.RR | SSSS.SS | TTTT.TT | UUUU.UU | VVVV.VV | WWWW.WW |
| FUNCTIONS: N = NAME SEARCH R = RETRIEVE
PF1 = HELP PF3 = PREV SCREEN PF5 = MAIN MENU PF12 = END | | | | | | | | | |

- A. SSN (User input; opt.)

B. Pay Block

C. Function (User input)

D. Pay Data

E. Name: Last; If Function = N: (User input; opt.)

F. Name: First If Function = N: (User input; opt.)

G. Name: Middle Initial If Function = N: (User input; opt.)

H. Award: Amount

I. Federal Tax: Award B/W

J. FICA: Award B/W

K. HIT: Award B/W

L. State Tax: Award B/W

M. City Tax: Award B/W
- P. Total Award: Amount

Q. Total Fed Tax: Award B/W

R. Total FICA: Award B/W

S. Total HIT: Award B/W

T. Total State Tax: Award B/W

U. Total City Tax: Award B/W

V. Total County Tax: Award B/W

W. Total Award: Net Amount

REPORT 106

PAYROLL CASH AWARDS REGISTER

PAYROLL

PURPOSE:

List employees receiving cash awards in current pay period.

CONTENT:

Details of current pay period cash awards by employee.

SEQUENCE:

By Center, Pay Block & SSN or Center, Pay Block & Employee Name

Totals By Center, Agency

REPORT NO: 106
SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAME
FACILITY NAME
PAYROLL CASH AWARDS REGISTER
PAY PERIOD A AS OF B

PAGE:
DATE:
TIME:

PB C

SSN NAME

D E
FICA & HIT Earnings
GOVT CONTR

PAY PLAN ORG
LOC F
AWD C NOAC
L
F G H b C
GROSS FED STATE CITY COUNTY FICA HIT NET

I J K L d M N O
f g
P Q

PAY BLOCK TOTALS C
FICA & HIT Earnings
GOVT CONTR TOTALS
NO. AWARD CHECKS a

GROSS FED STATE CITY COUNTY FICA HIT NET

R S T U e V W X
h i
Y Z

SUBJECT TO PRIVACY ACT OF 1974

See Next Page for Data Elements.

**PAYROLL CASH AWARDS REGISTER
DATA ELEMENTS
REPORT 106, 1/4**

- A. Pay Period
- B. Current Date
- C. Pay Block: Processing
- D. SSN
- E. Employee Name(Last, First, Mi, Gen)
- F. Pay Plan
- G. Organization: Assigned
- H. Award: Designated Agent Check
- I. Award: Amount
- J. Federal Tax: Award B/W
- K. State Tax: Award B/W
- L. City Tax: Award B/W
- M. FICA: Award B/W
- N. HIT: Award B/W
- O. Award: Net Amount
- P. Award: Current Gov FICA Cont
- Q. Award: Current HIT Gov Cont
- R. Total of I for Pay Block
- S. Total of J for Pay Block
- T. Total of K for Pay Block
- U. Total of L for Pay Block
- V. Total of M for Pay Block
- W. Total of N for Pay Block
- X. Total of O for Pay Block
- Y. Total of P for Pay Block
- Z. Total of Q for Pay Block
- a. Number of Employees with Awards in Pay Block
- b. Facility Code
- c. Award: NOAC
- d. County Tax: Award B/W
- e. Total of d for Pay Block
- f. Award: FICA Earning Amount
- g. Award: HIT Earning Amount
- h. Total of f for Pay Block
- i. Total of g for Pay Block

SELECTION CRITERIA

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Award: Amount Greater Than 0
- Facility Code Equals User Designated Facility Code if entered

REPORT 106

PAYROLL CASH AWARDS REGISTER - NON-PERSONNEL
ACTION CASH AWARDS

PAYROLL

PURPOSE:

List recipients of Non-Personnel Action Cash Awards in the current pay period.

CONTENT:

Details of current pay period Non-Personnel Action Cash Awards by recipient.

SEQUENCE:

By Center, Award Recipient SSN, Award Recipient Name (based on the secondary sort of the rest of the report). Totals by Center, Agency.

| | | | | | | | | | | |
|--------------------------------|------------------------------------------|-----------------------------------|-----|-----------|----------|---------|---------|---------|---------|-----------|
| REPORT NO: 106 | | SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | PAGE: | |
| SEQUENCED BY: | | NASA PAYROLL AND PERSONNEL SYSTEM | | | | | | | DATE: | |
| | | INSTALLATION NAME | | | | | | | TIME: | |
| | | FACILITY NAME | | | | | | | | |
| | | PAYROLL CASH AWARDS REGISTER | | | | | | | | |
| | | NON-PERSONNEL ACTION CASH AWARDS | | | | | | | | |
| | | AS OF MM/DD/YY | | | | | | | | |
| | | | | | | | | | | |
| SSN | NAME | AWD | ICB | GROSS | FED | STATE | CITY | FICA | HIT | NET |
| ----- | ----- | TYP | CAT | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| AAA-AA-AAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | C | D | EEEEEE.EE | FFFFF.FF | GGGG.GG | HHHH.HH | IIII.II | KKKK.KK | MMMMMM.MM |
| GOVT CONTR | | | | | | NN | | JJJJ.JJ | LLLL.LL | |
| AAA-AA-AAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | C | D | EEEEEE.EE | FFFFF.FF | GGGG.GG | HHHH.HH | IIII.II | KKKK.KK | MMMMMM.MM |
| GOVT CONTR | | | | | | NN | | JJJJ.JJ | LLLL.LL | |
| AAA-AA-AAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | C | D | EEEEEE.EE | FFFFF.FF | GGGG.GG | HHHH.HH | IIII.II | KKKK.KK | MMMMMM.MM |
| GOVT CONTR | | | | | | NN | | JJJJ.JJ | LLLL.LL | |
| SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | | |

- A. Award Recipient SSN

B. Award Recipient Name (Last, First, MI, Gen)

C. Award Type Code

D. Award ICB Category Code

E. Award Gross Amount

F. Award Federal Tax Deduction Amount

G. Award State Tax Deduction Amount

H. Award City Tax Deduction Amount

I. Award FICA Deduction Amount

J. Award FICA Government Contribution Amount

K. Award HIT Deduction Amount

L. Award HIT Government Contribution Amount

M. Award Net Amount

N. Award State Tax Code
- SELECTION CRITERIA:

Include all awards with the following criteria:

- Installation equals user designated center code

- Award Payment Date equals current pay date

REPORT 106

PAYROLL CASH AWARDS REGISTER - CENTER TOTALS

PAYROLL

PURPOSE:

To provide a summary of current pay period cash awards for each NOAC by pay plan.

CONTENT:

Details of current pay period cash awards for each pay plan.

SEQUENCE:

By Center, Pay Plan. Totals by Center, Agency.

| | | | | | | | | | |
|---------------------|--|-----------------------------------|------|-------|-----|-------|------|-------|-----|
| REPORT NO: 106 | | NASA PAYROLL AND PERSONNEL SYSTEM | | | | | | PAGE: | |
| SEQUENCE BY: | | INSTALLATION NAME | | | | | | DATE: | |
| | | FACILITY NAME | | | | | | TIME: | |
| | | PAYROLL CASH AWARDS REGISTER | | | | | | | |
| | | PAY PERIOD A AS OF B | | | | | | | |
| | | PAYPLAN | NOAC | GROSS | FED | STATE | CITY | FICA | HIT |
| | | C | X | D | E | F | G | H | I |
| GOVT CONTR TOTALS | | | | | | | | K | L |
| NO. AWARDS CHECKS=> | | M | | | | | | | J |
| | | | | | | | | | |
| EMPLOYEE TOTALS | | | | N | O | P | Q | R | S |
| GOVT CONTR TOTALS | | | | | | | | U | V |
| NO. AWARDS CHECKS | | W | Y | | | | | | T |

See Next Page for Data Elements.

**PAYROLL CASH AWARDS REGISTER
DATA ELEMENTS
REPORT 106, 2/4**

- A. Pay Period
- B. Current Date
- C. Pay Plan
- D. Total Award Amount (for Pay Plan)
- E. Total Federal Tax: Award B/W (for Pay Plan)
- F. Total State Tax: Award B/W (for Pay Plan)
- G. Total City Tax: Award B/W (for Pay Plan)
- H. Total FICA: Award B/W (for Pay Plan)
- I. Total HIT: Award B/W (for Pay Plan)
- J. Total Award: Net Amount (for Pay Plan)
- K. Total Award: Current Gov FICA Cont (for Pay Plan)
- L. Total Award: Current HIT Gov Cont (for Pay Plan)
- M. Number of Award Checks for Pay Plan
- N. Total of D for the Center
- O. Total of E for the Center
- P. Total of F for the Center
- Q. Total of G for the Center
- R. Total of H for the Center
- S. Total of I for the Center
- T. Total of J for the Center
- U. Total of K for the Center
- V. Total of L for the Center
- W. Total Number of Award Checks
- X. Total Award Amount (for Pay Plan) by NOAC Name (table look-up)
- Y. Total of X for the Center

SELECTION CRITERIA

Includes All Employees With The Following Criteria:

- Installation Code Equal User Designated Center Code
- Award: Amount Greater Than 0
- Facility Code Equals User Designated Facility Code if entered

REPORT 106

PAYROLL CASH AWARDS REGISTER - STATE TAX SUMMARY

PAYROLL

PURPOSE:

To provide a summary of current pay period cash awards by state.

CONTENT:

Details of current cash awards by state.

SEQUENCE:

By Center, State. Totals by Center, Agency.

| | | | |
|----------------|-----------------------------------|-----------|-----------|
| REPORT NO: 106 | NASA PAYROLL AND PERSONNEL SYSTEM | | PAGE: |
| SEQUENCED BY: | INSTALLATION NAME | | DATE: |
| | FACILITY NAME | | TIME: |
| | PAYROLL CASH AWARDS REGISTER | | |
| | PAY PERIOD | A AS OF B | |
| | CASH AWARDS STATE TAX SUMMARY | | |
| | STATE | WAGES | STATE TAX |
| | C | D | E |
| | . | . | . |
| | . | . | . |
| | . | . | . |
| | . | . | . |
| | . | . | . |
| | . | . | . |
| | ----- | | |
| | | F | G |

- A. Pay Period

B. Current Date

C. Local Tax Entity: Code (State)

D. Award: Amount (State Total) +
Award Gross Amount (State Total)

E. State Tax Award B/W: Total +
Award State Tax Deduction Amount
(Total)

F. Total of all Award Amounts

G. Total of all State Tax Withheld
- SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equal User Designated Center Code

- Award: Amount greater than 0

- Facility Code equals User Designated Facility Code if entered

- Award Payment Date equals current pay date

REPORT 106

PAYROLL CASH AWARDS REGISTER - CITY TAX SUMMARY

PAYROLL

PURPOSE:

To provide a summary of current pay period cash awards by city and entity.

CONTENT:

Details of current cash awards by city.

SEQUENCE:

By Center, City . Totals by Center, Agency.

| | | | | |
|----------------|-----------------------------------|-------|----------|-------|
| REPORT NO: 106 | NASA PAYROLL AND PERSONNEL SYSTEM | | | PAGE: |
| SEQUENCED BY: | INSTALLATION NAME | | | DATE: |
| | FACILITY NAME | | | TIME: |
| | PAYROLL CASH AWARDS REGISTER | | | |
| | PAY PERIOD | A | AS OF | B |
| | CASH AWARDS CITY TAX SUMMARY | | | |
| | CITY | WAGES | CITY TAX | |
| | C | D | E | |
| | . | . | . | |
| ----- | | F | G | |

- A. Pay Period

B. Current Date

C. Local Tax Entity: Code (City Name)

D. Award: Amount (City Total) + Award
Gross Amount (City Total)

E. City Tax Award B/W: Total + Award
City Tax Deduction Amount (Total)

F. Total of all Award Amounts

G. Total of all City Tax Withheld
- SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equal User Designated Center Code

- Award: Amount greater than 0

- Facility Code equals User Designated Facility Code if entered

- Award Payment Date equals current pay date

REPORT 108

PAYROLL AWARDS HISTORY

PAYROLL

PURPOSE:

To provide a listing of Awards received in the current pay year.

CONTENT:

All recipients of awards for the calendar year.

SEQUENCE:

Pay block and name or Pay block and SSN.

REPORT NO: NAB108
SEQUENCED BY: PB & SSN

SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAME
FACILITY NAME
PAYROLL AWARDS HISTORY FOR 1991

PAGE:
DATE:
TIME:

| PB | SSN | EMPLOYEE
PAY PRD | NAME
GROSS AWD AMT | FED WH | ORG CODE
OASDI WH | PAY DATE
HIT WH | STATE WH | CITY WH | COUNTY WH | NET AWD AMT | | | |
|----------------------------|-----|---------------------|-----------------------|--------|----------------------|--------------------|----------|---------|-----------|-------------|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L | M | N |
| PAY BLOCK TOTALS | | | | e | f | h | j | k | l | m | n | | |
| GRAND TOTALS | | | | | | | | | | | | | |
| TOTAL OF
ALL PAY BLOCKS | | | | P | Q | R | S | T | U | V | W | | |

SUBJECT TO PRIVACY ACT OF 1974

A. Pay Block Processing
B. SSN
C. Name (Last, First, MI)
D. Pay period number
E. Award: Earnings
F. Award: Fed Tax DED
G. Organization: Assigned
H. Award: FICA Deduction

I. Pay Date
J. Award: HIT Deduction
K. Award: State Tax DED
L. Award: City Tax DED
M. Award: County Tax DED
N. Award: Net Earnings
e. Pay Block Total of E
f. Pay Block Total of F

h. Pay Block Total of H
j. Pay Block Total of J
k. Pay Block Total of K
l. Pay Block Total of L
m. Pay Block Total of M
n. Pay Block Total of N

REPORT 110

DONATED ANNUAL LEAVE

PAYROLL

PURPOSE:

To provide a listing of all Donated Annual Leave for the current pay period.

CONTENT:

All annual leave Donors and Recipients.

SEQUENCE:

Pay block and name or Pay block and SSN.

REPORT NO: NAB110

SUBJECT TO PRIVACY ACT OF 1974

PAGE:

SEQUENCED BY: PB & SSN

NASA PAYROLL AND PERSONNEL SYSTEM

DATE:

INSTALLATION NAME

TIME:

FACILITY NAME

DONATED ANNUAL LEAVE FOR PAY PERIOD GG

| PB | SSN | EMPLOYEE NAME | REASON | DONOR HOURS | RECIPIENT HOURS |
|----|-----|---------------|--------|-------------|-----------------|
| A | B | F | C | D | E |

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block: Processing
- B. SSN
- F. Name (Last, First, MI)
- C. Donated AI: Reason Code
- D. Donated AI: Current Given
- E. Donated AI: Received B/W
- G. Pay Cntl: Pay Period

| REPORT 111 | PERMANENTCHANGE OF STATION | PAYROLL |
|------------|-----------------------------------------------------------------------------------------------------------------------------------|---------|
| PURPOSE: | To aid in the reconciliation of the quarterly tax reports and the FORM 4782 provided to each employee at the end of the tax year. | |
| CONTENT: | All employees with current or YTD PCS data. | |
| SEQUENCE: | Selective by Center, SSN, Pay Block and SSN, or Name. Totals by Center, Agency. | |

[illegible]

See Next Page for Data Elements.

**PERMANENT CHANGE OF STATION
DATA ELEMENTS
REPORT 111**

| | |
|---------------------------------------------|---------------------------|
| A. Pay Block: Processing | e. Sum of I |
| B. SSN | f. Sum of *B |
| C. PCS: Earnings Not Subj Fed Tax | g. Sum of M |
| D. PCS: Earnings Not Subj Tax YTD | h. Sum of O |
| E. PCS: Earnings Subj Fed Tax | i. Sum of Q |
| F. PCS: Erngs Subj Fed Tax YTD | j. Sum of S |
| G. PCS: State Cur Earn | k. Sum of U |
| H. PCS: Erngs Subj State Tax YTD | l. Sum of W |
| I. PCS: City Cur Earn | m. Sum of D |
| J. PCS: Erngs Subj City Tax YTD | n. Sum of F |
| M. PCS: Federal Tax Withheld | o. Sum of *A |
| N. PCS: Federal Tax Withheld YTD | p. Sum of H |
| O. PCS: HIT | q. Sum of J |
| P. PCS: HIT Withheld YTD | r. Sum of *C |
| Q. PCS: FICA | s. Sum of N |
| R. PCS: FICA Withheld YTD | t. Sum of P |
| S. PCS: State Tax Withheld | u. Sum of R |
| T. PCS: State Tax Withheld YTD | v. Sum of T |
| U. PCS: City Tax Withheld | w. Sum of V |
| V. PCS: City Tax Withheld YTD | x. Sum of X |
| W. PCS: County Tax Withheld | y. Sum of *D |
| X. PCS: County Tax Withheld YTD | z. Sum of *E |
| Y. PCS: Employee Name(Last, First, MI, Gen) | *a. Sum of *F |
| Z. PCS: FICA Earnings Subj Tax | *b. Sum of *G |
| *A. PCS: FICA Erngs Subj Tax YTD | *c. Sum of *H |
| *B. PCS: Earnings HIT Cur Amount | *d. Pay Cntl: Tax Quarter |
| *C. PCS: Earnings HIT YTD Amount | |
| *D. PCS: Erngs Subj State Tax QTD | |
| *E. PCS: Erngs Subj City Tax QTD | |
| *F. PCS: State Tax Withheld QTD | |
| *G. PCS: City Tax Withheld QTD | |
| *H. PCS: County Tax Withheld QTD | |
| a. Sum of C | |
| b. Sum of E | |
| c. Sum of Z | |
| d. Sum of G | |

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated center code
- Any of the above fields not equal 0.00

** This will only appear when the value of Pay Cntl:
Tax Quarter is 1, 2, 3, or 4

REPORT 109

DONATED ANNUAL LEAVE FOR HISTORY

PAYROLL

PURPOSE:

To provide a listing of all donated annual leave for the requested year.

CONTENT:

All recipients of donated annual leave.

SEQUENCE:

Center; pay block and name; or pay block and SSN.

REPORT NO: NAB109
SEQUENCED BY: PB & SSN

SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAME
FACILITY NAME
DONATED ANNUAL LEAVE FOR 1111

PAGE:
DATE:
TIME:

| PB | SSN | EMPLOYEE NAME | REASON | EFF
DATE | LV
PRD | PYCO | RECEIVED | USED | RETURNED | YTD
BALANCE |
|------------------|-----|---------------|--------|-------------|-----------|------|----------|------|----------|----------------|
| A | B | C | D | E | F | G | H | I | J | K |
| PAY BLOCK TOTALS | | | | | | | | | | |
| GRAND TOTAL | | | | | | | | | | |
| | | | | | | g | h | i | j | k |

SUBJECT TO PRIVACY ACT OF 1974

- A. Pay Block Processing

B. SSN

C. Employee Name (Last, First, MI)

D. Donated AI: Reason Code

E. Donated AI: Effective Date

F. Leave Period Number

G. Donated AI: PYCO Hist

H. Donated AI: Received B/W Hist

I. Donated AI: Used B/W Hist

J. Donated AI: DONAT-RETURN
BW HIST

K. Donated AI: Bal Available

g. Pay Block and Grand Total of G

h. Pay Block and Grand Total of H

i. Pay Block and Grand Total of I

j. Pay Block and Grand Total of J

k. Pay Block and Grand Total of K

l. Year input by user

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equal user designated center code

- Pay Ending Date falls within user specified leave year

- G, H, I, J, or K not = 0

REPORT 425

SEMIANNUAL PAYROLL SAVINGS PLAN - BONDS REPORT

PAYROLL

PURPOSE:

To provide the U.S. Treasury with a semiannual report of total amount allotted through payroll savings plan for the purchase of U.S. savings bonds.

CONTENT:

All employees.

SEQUENCE:

N/A

| | | |
|-----------------------------------------|---------------------------------------------------|--------------------|
| REPORT NO: 425 | NASA PERSONNEL AND PAYROLL SYSTEM | PAGE: 1 |
| SEQUENCED BY: | INSTALLATION NAME | DATE: |
| | | TIME: |
| SEMIANNUAL PAYROLL SAVINGS PLAN - BONDS | | |
| AS OF XX/XX/XX | | |
| SEMIANNUAL PERIOD ENDING: AA/AA/AA | | |
| | | |
| TO: | NATIONAL AERONAUTICS AND SPACE ADMINISTRATION | |
| | WASHINGTON, DC 20546 | |
| | ATTENTION: CODE BFB | |
| FROM: | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | |
| | (INSTALLATION) | |
| | | |
| 1. | FIRST DATE OF FIRST PAY PERIOD ENDING IN | |
| | SEMIANNUAL PERIOD | CC/CC/CC |
| 2. | ENDING DATE OF LAST PAY PERIOD ENDING IN | |
| | SEMIANNUAL PERIOD | DD/DD/DD |
| 3. | NUMBER OF FULL TIME, PERMANENT EMPLOYEES ON | |
| | PAYROLL AT THE END OF THE SEMIANNUAL PERIOD . . . | EEEE |
| 4. | NUMBER OF EMPLOYEES PARTICIPATING (AT END OF | |
| | SEMIANNUAL PERIOD) | FFFF |
| 5. | PERCENTAGE OF EMPLOYEES PARTICIPATING (ITEM 4 | |
| | DIVIDED BY ITEM 3) | GGGG.GG |
| 6. | AMOUNT ALLOTTED ON PAYROLLS (DURING SEMIANNUAL | |
| | PERIOD) | HHH,HHH,HHH.HH |
| | | |
| ----- | | |
| | DATE | REPORTING OFFICIAL |

- A. Requested reporting period (March 31 or September 30 of the current year)

B. The Installation name

C. Pay period beginning date of the First pay period ending in the requested reporting period

D. Pay Period Ending Date Hist (pay period ending date of the last pay period ending the requested reporting period)

E. Number of full time/permanent employees on the payroll at the end of the reporting period (work schedule= F, Reactivation Indicator not= 3)

F. Number of full time/permanent employees on the payroll at the end of the reporting period having a bond enrollment

G. (E / D) * 100%
- H. Total (Bond: B/W HIST-Bond Refund: B/W Hist) for the requested reported period
- SELECTION CRITERIA:

Include all employees with the following criteria:

- Installation code equals user designated center code

- The most recent full semi-annual (6 months) reporting data on the payroll history file will be reported. The ending pay period must be in history for the semi-annual period to be reported.

- Pay Period Ending Date Hist is within the reporting period

REPORT 818**FUND SOURCE 1 REPORT****PAYROLL****PURPOSE:**

The purpose of this report is to provide information related to the expenditure of Fund Source 1 dollars and man-hours during the current pay period as well as the current FTE Fiscal Year to date. This information is needed by budget and manpower analysts for reporting actuals and for making projections in order to manage both the budget and the manpower allocations. The FTE Fiscal Year is defined as beginning with the pay period covering the first of October and ending with the accumulation of 26 pay periods thereafter. When run for Fiscal Year 1995, the start date will be 10/2 instead of 10/1.

The ability of this report to meet the purpose intended by the user community is limited as follows: Adjustments are made by payroll to the current pay period due to changes in prior pay periods (prior pay periods are not adjusted--NPPS does not support retroactive processing). These adjustments can be for prior fiscal years. Identification of which prior pay period caused the adjustment is not available. Only those data elements that affect the employees' pay or benefits or those elements that are essential to payroll for other accounting are adjusted. In some cases, only accumulated elements are adjusted. Payroll elements are accumulated for the leave year or the pay year, according to payroll needs, and are never accumulated for the FTE fiscal year; therefore, the accumulated data cannot be used for this report, and accumulating the biweekly pay period data will not include the adjustments. Example: LWOP: Used B/W, which is used in several lines to accumulate LWOP hours. Payroll makes adjustments to accumulated LWOP data fields, never to the LWOP: Used B/W field. Another problem in the use of the biweekly LWOP data exists because NPPS does not accommodate partial pay periods for other than new hires and terminations that have matured. When an employee is hired, is terminating, or is changing from PT to FT or vice versa, and the action has not matured from personnel by the time payroll must complete the time & attendance information, the pay period will have as many LWOP hours as needed to make the period hours equal 80. These LWOP: Used B/W hours are never changed; only the accumulated LWOP hours are adjusted in the next pay period.

Other limits to its usefulness include (1) if an active NASA employee is not paid through NPPS; i.e., employee is located out of the country and is paid through the State Department, the report reflects employee as LWOP, specifically showing up as "employees not paid" and "Incidental LWOP," and (2) since a lot of the items in the report are specific-NOAC driven, the use of a 991 NOAC to change personnel fields that affect lines and columns is a problem. For example, if a 991 NOAC is processed to correct position type (to a value that crosses columns) in a different pay period from the original action, the B/W report which should reflect the original action will be wrong. If the personnel actions history is corrected, however, the YTD report will be correct.

The FUND SOURCE 1 report can be produced for different time periods--biweekly or FTE YEAR-TO-DATE and within the selected time period for different populations: CSRS only, FERS only, OTHER than CSRS/FERS, and total of all employees. The default is BIWEEKLY for all employees. The FTE report is always for all employees. Use a heading of BIWEEKLY FOR the current pay period or FTE YEAR-TO-DATE for the entire pay year; and display the pay period dates and number.

CONTENT:

Actual costs for Fund Source 1.

SEQUENCE:

By Center.

See Next Pages for Report Layouts.

REPORT 818 FUND SOURCE 1 REPORT (PAGE 1 OF 4)

PAYROLL

| | | | | | |
|------------------------------------------------------------------------------|-----------------------------------|-------|------|-------|--------|
| REPORT NO 818 | NASA PERSONNEL AND PAYROLL SYSTEM | | | | PAGE 1 |
| | INSTALLATION NAME | | | | DATE |
| | | | | | TIME |
| FUNDS SOURCE 1 REPORT FOR PAY PERIOD XX FROM MM/DD/YYYY TO MM/DD/YYYY | | | | | |
| BIWEEKLY FOR: 1)CSRS ONLY 2)FERS ONLY 3)OTHER THAN CSRS/FERS 4)ALL EMPLOYEES | | | | | |
| (X INDICATES POPULATION COMPONENT) 5)ORGANIZATION INCLUDED: OR EXCLUDED: | | | | | |
| FULL TIME PERMANENTS | | | | | |
| | SES | GS/GM | WAGE | OTHER | TOTAL |
| EMPLOYEES PAID | * 1 | 1 | 1 | 1 | 1 |
| EMPLOYEES NOT PAID | * 2 | 2 | 2 | 2 | 2 |
| BASE HOURS | 3 | 3 | 3 | 3 | 3 |
| GROSS BASE EARNINGS | 4 | 4 | 4 | 4 | 4 |
| OVERTIME HOURS | 5 | 5 | 5 | 5 | 5 |
| OVERTIME DOLLARS | 6 | 6 | 6 | 6 | 6 |
| HOLIDAY HOURS | 63 | 63 | 63 | 63 | 63 |
| HOLIDAY DOLLARS | 64 | 64 | 64 | 64 | 64 |
| AVAILABILITY PAY DOLLARS | 65 | 65 | 65 | 65 | 65 |
| LUMP SUM PAY COUNT | 7 | 7 | 7 | 7 | 7 |
| LUMP SUM PAY DOLLARS | 8 | 8 | 8 | 8 | 8 |
| DIFFERENTIALS | 9 | 9 | 9 | 9 | 9 |
| MERIT PAY CASH AWARDS | 10 | 10 | 10 | 10 | 10 |
| SES BONUSES | 11 | 11 | 11 | 11 | 11 |
| ALL OTHER CASH AWARDS | 12 | 12 | 12 | 12 | 12 |
| RECRUITMENT BONUS | 13 | 13 | 13 | 13 | 13 |
| RELOCATION BONUS | 14 | 14 | 14 | 14 | 14 |
| RETENTION ALLOWANCE | 15 | 15 | 15 | 15 | 15 |
| SEVERANCE PAY | 16 | 16 | 16 | 16 | 16 |
| BENEFITS,NASA COST: | | | | | |
| TSP | 17 | 17 | 17 | 17 | 17 |
| FEGLI | 18 | 18 | 18 | 18 | 18 |
| FEHB | 19 | 19 | 19 | 19 | 19 |
| CSRS | 20 | 20 | 20 | 20 | 20 |
| FERS | 21 | 21 | 21 | 21 | 21 |
| FICA | 22 | 22 | 22 | 22 | 22 |
| HIT | 23 | 23 | 23 | 23 | 23 |
| SALARY OFFSET, | 24 | 24 | 24 | 24 | 24 |
| REEMPL ANNUITANTS | | | | | |
| SUBTOTAL OF BENEFITS | 25 | 25 | 25 | 25 | 25 |
| TOTAL FS1,OC | 26 | 26 | 26 | 26 | 26 |
| 11 TO 17, W/O PCS | | | | | |
| ALL LWOP HOURS (E&I) | 27 | 27 | 27 | 27 | 27 |
| ALL LWOP DOLLARS (E&I) | 28 | 28 | 28 | 28 | 28 |

REPORT 818

FUND SOURCE 1 REPORT (PAGE 2 OF 4)

PAYROLL

| REPORT NO 818 | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | | PAGE 2 |
|-------------------------------------|-----------------------------------|--------|-------|--------------|-------|-------------|-------|---------------|
| | INSTALLATION NAME | | | | | | | DATE |
| | | | | | | | | TIME |
| | OTHER THAN FTP | TEMP & | | | | NON-CEILING | | TOTAL OF |
| | PT-PERM | SUMMER | OTHER | INTERMITTENT | TOTAL | COOP | OTHER | ALL EMPLOYEES |
| EMPLOYEES PAID | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| EMPLOYEES NOT PAID | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| BASE HOURS | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| GROSS BASE EARNINGS | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| OVERTIME HOURS | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| OVERTIME DOLLARS | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| HOLIDAY HOURS | 63 | 63 | 63 | 63 | 63 | 63 | 63 | 63 |
| HOLIDAY DOLLARS | 64 | 64 | 64 | 64 | 64 | 64 | 64 | 64 |
| AVAIL PAY DOLLARS | 65 | 65 | 65 | 65 | 65 | 65 | 65 | 65 |
| LUMP SUM PAY COUNT | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| LUMP SUM PAY DOLLARS | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| DIFFERENTIALS | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 |
| MERIT PAY CASH AWARDS | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| SES BONUSES | 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 |
| ALL OTHER CASH AWARDS | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 |
| RECRUITMENT BONUS | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 |
| RELOCATION BONUS | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 |
| RETENTION ALLOWANCE | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 |
| SEVERANCE PAY | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 |
| BENEFITS,NASA COST: | | | | | | | | |
| TSP | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 |
| FEGLI | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 |
| FEHB | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 |
| CSRS | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| FERS | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 |
| FICA | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 |
| HIT | 23 | 23 | 23 | 23 | 23 | 23 | 23 | 23 |
| SALARY OFFSET,
REEMPL ANNUITANTS | 24 | 24 | 24 | 24 | 24 | 24 | 24 | 24 |
| SUBTOTAL OF BENEFITS | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| TOTAL FS1,OC
11 TO 17, W/O PCS | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 |
| ALL LWOP HOURS (E&I) | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 |
| ALL LWOP DOLLARS (E&I) | 28 | 28 | 28 | 28 | 28 | 28 | 28 | 28 |

REPORT 818 FUND SOURCE 1 REPORT (PAGE 3 OF 4)

PAYROLL

| | | | | | |
|-----------------------------------------------------------------------|-----------------------------------|-------|------|-------|--------|
| REPORT NO 818 | NASA PERSONNEL AND PAYROLL SYSTEM | | | | PAGE 3 |
| | INSTALLATION NAME | | | | DATE |
| | | | | | TIME |
| FUNDS SOURCE 1 REPORT FOR PAY PERIOD XX FROM MM/DD/YYYY TO MM/DD/YYYY | | | | | |
| PERSONNEL ACTIONS COUNTS AND COSTS | | | | | |
| FULL-TIME PERMANENTS | | | | | |
| | SES | GS/GM | WAGE | OTHER | TOTAL |
| WIG ACTIONS | 29 | 29 | 29 | 29 | 29 |
| WIG DOLLARS | 30 | 30 | 30 | 30 | 30 |
| QSI ACTIONS | 31 | 31 | 31 | 31 | 31 |
| QSI DOLLARS | 32 | 32 | 32 | 32 | 32 |
| PROMOTION ACTIONS | 33 | 33 | 33 | 33 | 33 |
| PROMOTION DOLLARS | 34 | 34 | 34 | 34 | 34 |
| | | | | | |
| CURR OPT RET ELIG B/W | 37 | 37 | 37 | 37 | 37 |
| ANNUAL LEAVE BALANCE B/W | 38 | 38 | 38 | 38 | 38 |
| LUMP SUM LIABILITY B/W | 39 | 39 | 39 | 39 | 39 |
| | | | | | |
| NASA NEW HIRES | 40 | 40 | 40 | 40 | 40 |
| NASA NEW HIRES SALARIES | * 41 | 41 | 41 | 41 | 41 |
| INTERCENTER TRANSFERS | 42 | 42 | 42 | 42 | 42 |
| INTERCENTER TRANSFERS SALARIES | * 43 | 43 | 43 | 43 | 43 |
| COOP CONVERSION TO FTP ACTIONS | 44 | 44 | 44 | 44 | 44 |
| COOP CONVERSION TO FTP SALARIES | * 45 | 45 | 45 | 45 | 45 |
| OTHER CONVERSIONS TO FTP ACTIONS | 66 | 66 | 66 | 66 | 66 |
| OTHER CONVERSIONS TO FTP SALARIES | 67 | 67 | 67 | 67 | 67 |
| TOTAL GAINS ABOVE | 46 | 46 | 46 | 46 | 46 |
| TOTAL SALARIES GAINS | * 47 | 47 | 47 | 47 | 47 |
| | | | | | |
| RETIREMENTS (ALL) | 48 | 48 | 48 | 48 | 48 |
| RETIREE SALARIES (Incl. Lump Sum Costs) | * 49 | 49 | 49 | 49 | 49 |
| INTERCENTER TRANSFERS | 50 | 50 | 50 | 50 | 50 |
| INTERCENTER TRANSFER SALARIES | * 51 | 51 | 51 | 51 | 51 |
| CONVERSION FROM FTP ACTIONS | 68 | 68 | 68 | 68 | 68 |
| CONVERSION FROM FTP SALARIES | 69 | 69 | 69 | 69 | 69 |
| OTHER SEPARATIONS | 52 | 52 | 52 | 52 | 52 |
| OTHER SEPARATIONS SALARIES | * 53 | 53 | 53 | 53 | 53 |
| TOTAL LOSSES | 54 | 54 | 54 | 54 | 54 |
| TOTAL SALARY LOSSES | * 55 | 55 | 55 | 55 | 55 |
| | | | | | |
| RETURN-TO-DUTY ACTIONS | 56 | 56 | 56 | 56 | 56 |
| RTD SALARIES | * 57 | 57 | 57 | 57 | 57 |
| EXTENDED LWOP ACTIONS | 58 | 58 | 58 | 58 | 58 |
| EXTENDED LWOP HOURS | 59 | 59 | 59 | 59 | 59 |
| EXTENDED LWOP DOLLARS | 60 | 60 | 60 | 60 | 60 |
| INCIDENTAL LWOP HOURS | 61 | 61 | 61 | 61 | 61 |
| INCIDENTAL LWOP DOLLARS | 62 | 62 | 62 | 62 | 62 |

REPORT 818

FUND SOURCE 1 REPORT (PAGE 4 OF 4)

PAYROLL

| REPORT NO 818 | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | PAGE 4 | | | |
|--------------------------------------------|-----------------------------------|--------|-----------------|--------------|-------|---------------------|-------|-------|---------------------------|
| | INSTALLATION NAME | | | | | DATE | | | |
| | | | | | | TIME | | | |
| | OTHER THAN FTP
PT-PERM | SUMMER | TEMP &
OTHER | INTERMITTENT | TOTAL | NON-CEILING
COOP | OTHER | TOTAL | TOTAL OF
ALL EMPLOYEES |
| WIG ACTIONS | 29 | 29 | 29 | 29 | 29 | 29 | 29 | 29 | 29 |
| WIG DOLLARS | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 |
| QSI ACTIONS | 31 | 31 | 31 | 31 | 31 | 31 | 31 | 31 | 31 |
| QSI DOLLARS | 32 | 32 | 32 | 32 | 32 | 32 | 32 | 32 | 32 |
| PROMOTION ACTIONS | 33 | 33 | 33 | 33 | 33 | 33 | 33 | 33 | 33 |
| PROMOTION DOLLARS | 34 | 34 | 34 | 34 | 34 | 34 | 34 | 34 | 34 |
| CUR OPT RET ELG B/W | 37 | 37 | 37 | 37 | 37 | 37 | 37 | 37 | 37 |
| ANNUAL LEAVE BALANCE B/W | 38 | 38 | 38 | 38 | 38 | 38 | 38 | 38 | 38 |
| LUMP SUM LIABILITY B/W | 39 | 39 | 39 | 39 | 39 | 39 | 39 | 39 | 39 |
| NASA NEW HIRES | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 |
| NASA NEW HIRE SALRY | 41 | 41 | 41 | 41 | 41 | 41 | 41 | 41 | 41 |
| INTERCENTER TRANSFR | 42 | 42 | 42 | 42 | 42 | 42 | 42 | 42 | 42 |
| INTERCENTER TRANSFR
SALARIES | 43 | 43 | 43 | 43 | 43 | 43 | 43 | 43 | 43 |
| CONVERSIONS FROM
FTP ACTIONS | 70 | 70 | 70 | 70 | 70 | 70 | 70 | 70 | 70 |
| CONVERSIONS FROM
FTP SALARIES | 71 | 71 | 71 | 71 | 71 | 71 | 71 | 71 | 71 |
| TOTAL GAINS ABOVE | 46 | 46 | 46 | 46 | 46 | 46 | 46 | 46 | 46 |
| TOTAL SALARIES GAINS | 47 | 47 | 47 | 47 | 47 | 47 | 47 | 47 | 47 |
| RETIREMENTS (ALL) | 48 | 48 | 48 | 48 | 48 | 48 | 48 | 48 | 48 |
| RETIREE SALARIES
(Incl. Lump Sum Costs) | 49 | 49 | 49 | 49 | 49 | 49 | 49 | 49 | 49 |
| INTERCENTER TRANSFR | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 |
| INTERCENTER TRANSFR
SALARIES | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 |
| COOP CONVERSION TO
FTP ACTIONS | 44 | 44 | 44 | 44 | 44 | 44 | 44 | 44 | 44 |
| COOP CONVERSION TO
FTP SALARIES | 45 | 45 | 45 | 45 | 45 | 45 | 45 | 45 | 45 |
| OTHER CONVERSION TO
FTP ACTIONS | 72 | 72 | 72 | 72 | 72 | 72 | 72 | 72 | 72 |
| OTHER CONVERSION TO
FTP SALARIES | 73 | 73 | 73 | 73 | 73 | 73 | 73 | 73 | 73 |
| OTHER SEPARATIONS | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 |
| OTHER SEPARATIONS
SALARIES | 53 | 53 | 53 | 53 | 53 | 53 | 53 | 53 | 53 |
| TOTAL LOSSES | 54 | 54 | 54 | 54 | 54 | 54 | 54 | 54 | 54 |
| TOTAL SALARY LOSSES | 55 | 55 | 55 | 55 | 55 | 55 | 55 | 55 | 55 |
| RETURN-TO-DUTY ACTIONS | 56 | 56 | 56 | 56 | 56 | 56 | 56 | 56 | 56 |
| RTD SALARIES | 57 | 57 | 57 | 57 | 57 | 57 | 57 | 57 | 57 |
| EXTENDED LWOP ACTIONS | 58 | 58 | 58 | 58 | 58 | 58 | 58 | 58 | 58 |
| EXTENDED LWOP HOURS | 59 | 59 | 59 | 59 | 59 | 59 | 59 | 59 | 59 |
| EXTENDED LWOP DOLLARS | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 |
| INCIDENTAL LWOP OURS | 61 | 61 | 61 | 61 | 61 | 61 | 61 | 61 | 61 |
| INCIDENTAL LWOP DOLLARS | 62 | 62 | 62 | 62 | 62 | 62 | 62 | 62 | 62 |

REPORT 818 FUND SOURCE 1 REPORT**PAYROLL****SELECTION CRITERIA:**

Installation code equals user designated center code.

BIWEEKLY: Read the PAY-MASTER and PER-HISTORY files for the current pay period.

CSRS only = retirement plan 1, 6, C, E, R, T

FERS only = retirement plan K, M, N

OTHER than CSRS/FERS = retirement plan equal 2 or 4

TOTAL of all employees = reactivation indicator not equal 3

FTE YEAR-TO-DATE: (always all employees)

Read the data from the PAY-HISTORY file and match it with the PER-HISTORY file. Use the Position Type, Pay Plan, CO-OP Degree Level, and Organization: Assigned from the personnel history transaction reflecting the personnel information in effect at the end of each Pay Period. If Pay Period start and end months are less than 10, reduce the year by 1 to start at the pay period that spans OCT 1 of the prior year (fiscal year 1995 starts on 10/2). Always display the accurate start and ending pay period dates.

ORGANIZATION: Assigned equals one of the following user designated selection options:

INCLUDE only the Organization: Assigned code (up to 5 characters)* as specified.

EXCLUDE only the Organization: Assigned code (up to 5 characters)* as specified.

All Organization: Assigned codes.

* NPPS will select based on the characters entered; i.e., "A" will select all Organization: Assigned codes beginning with "A."

PAGES 1 & 3

CEILING-FULL-TIME PERMANENTS = Position Type 6, 7, or (0 w/ co-op level = I)

| | | |
|-------|---|--------------------------------------|
| SES | = | Pay Plan ES |
| GS/GM | = | Pay Plan GS or GM |
| WAGE | = | Pay Plan W\$ or X\$ (\$ = any value) |
| OTHER | = | All other Pay Plans |
| TOTAL | = | Sum of SES + GS / GM + WAGE + OTHER |

PAGES 2 & 4

CEILING-OTHER THAN FULL TIME PERMS = Position Type 3, 5, 8

| | | |
|--------------|---|-------------------------------------------------------|
| PT-PERM | = | Position Type 8 and Work Schedule Code not equal I |
| SUMMER | = | Position Type 3 and Work Schedule Code not equal I |
| TEMP & OTHER | = | Position Type 5 and Work Schedule Code not equal I |
| INTERMITTENT | = | Work Schedule Code equal I |
| TOTAL | = | Sum of PT-PERM + SUMMER + TEMP + OTHER + INTERMITTENT |

NON-CEILING = Position Type 1, 2, 4, 9 or (0 w/ coop level = G, U, N, P, H)

| | | |
|-------|---|------------------------------------------------------|
| COOP | = | Position Type 1 or (0 w/ coop level = G, U, N, P, H) |
| OTHER | = | Position Type 2, 4, 9 |
| TOTAL | = | Sum of COOP + OTHER |

TOTAL of all employees = sum of FULL-TIME Permanents total + OTHER than FTP total + NON-CEILING total (items 70-73 exclude amounts for Full Time Permanents)

Dollar and hour amounts must contain all employees including Reactivation Status of 3. Reactivation status is ignored when counting for items 7, 37, 42.

**FUND SOURCE 1 REPORT
DATA ELEMENTS
REPORT 818**

| | | |
|----|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | EMPLOYEES PAID | Total number of employees who received gross earnings (Gross Earnings: BW > 0) for the last pay period, except employees who received a Lump Sum payment only who are not included in this total. |
| 2 | EMPLOYEES NOT PAID | Total number of active employees (Reactivation Indicator NE 3) who received no gross earnings (Gross Earnings: BW = 0) for the last pay period. |
| 3 | BASE HOURS | Base hours plus adjustments paid (Base Hours: Adj BW) for the time period selected. |
| 4 | GROSS BASE EARNINGS | Sum of base earnings (Base Earnings B/W) plus local pay (Empl Lclty Pay BW Amt) and adjustments (Empl Lclty Pay BW Adj Amt) and (Base Earnings: Adjustments) for the time period selected (does not include overtime). |
| 5 | OVERTIME HOURS | Number of overtime hours (Overtime: Hours B/W) plus adjustments (Overtime: Hours Adj) paid for the time period selected. |
| 6 | OVERTIME DOLLARS | Sum of overtime dollars (Overtime: Earnings B/W) plus adjustments (Overtime: Earnings Adj) paid for the time period selected. Includes converted comp time (Comp Time: Hours Paid). |
| 7 | LUMP SUM PAY COUNT | Number of lump sum payments (lump sum: Leave Payment) greater than 0 or adjustments (Lump Sum: Leave Adj) greater than 0; for the time period selected. Do not check REACTIVATION STATUS. |
| 8 | LUMP SUM PAY DOLLARS | Sum of lump sum dollars (Lump Sum: Leave Payment) plus adjustments (Lump Sum: Leave Adj) for the time period selected. |
| 9 | DIFFERENTIALS | Sum of Sunday premium (Sunday Diff: Earnings B/W), night work differential (Night Diff: Earnings B/W) foreign differential (Foreign Diff: B/W), staffing differential (Empl Stff Diff: B/W Amt), supervisory differential (Supervisory Diff: B/W), hazard pay (Hazardous Earnings: B/W), and cost of living allowance (COLA: B/W) plus adjustments (Nite: Current Adj Erngs, Sunday: Current Adj Erngs, Hazardous: Current Adj Erngs, COLA: Current Adj Erngs, Supervisory Diff: Adj B/W, Empl Stff Diff BW Adj Amt, FOR Diff: Current Adj Erngs) for the time period selected. |
| 10 | MERIT PAY CASH AWARDS | Sum of amount awarded (Award: Amount New) to GM employees for the time period selected based on their performance appraisal. (NOAC = 889) If Award: Check not equal 'N'. |
| 11 | SES BONUS | Sum of amount awarded (Award: Amount New) to SES employees for the time period selected based on their performance appraisal. (NOAC = 879) If Award Check not equal to 'N'. |
| 12 | ALL OTHER CASH AWARDS | Sum of cash awards amount (Award: Amount New) paid to employees (AWARD CHECK ne 'N') during the time period selected. (Examples: suggestion, Special Act or Service, SES Rank, Performance Awards other than GM or SES, and Space Act. NOAC = 873,875,877,878, 885 or 987.) |

**FUND SOURCE 1 REPORT
DATA ELEMENTS
REPORT 818**

- | | | |
|----|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13 | RECRUITMENT BONUS | Sum of cash bonus (New Empl Bonus Rcrtmnt Amt) given to an employee during the time period selected as encouragement to come to work for NASA. NOAC = 815. |
| 14 | RELOCATION BONUS | Sum of cash bonus (New Empl Bonus Rlctn Amt) given to an employee during the time period selected to relocate either temporarily or permanently to another geographical area. NOAC = 816. |
| 15 | RETENTION ALLOWANCE | Sum of allowance (Award: Amount New) given (usually for 1 year only) to an employee during the time period selected to entice them to remain employed at NASA. NOAC = 810 and Legal Authority 1 = VPG. |

BENEFITS, NASA COST:

- | | | |
|----|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16 | SEVERANCE PAY | Sum of biweekly severance pay (Severance: Biweekly Amt) given to an employee for the time period covered when released from NASA as a result of a RIF. |
| 17 | TSP | Sum of the Govt basic contribution (TSP: Govt Basic Contr B/W) and the sum of the Govt matching contribution (TSP: Govt Match Contr Tot B/W) to the Thrift Savings Plan plus adjustments during the time period selected. |
| 18 | FEGLI | Sum of the Govt contribution (FEGLI: Govt Contr B/W) to the employees' life insurance plus adjustments during the time period selected. |
| 19 | FEHB | Sum of the Govt contribution (FEHB: Govt Contr B/W) to the employees' health insurance plus adjustments during the time period selected. |
| 20 | CSRS | Sum of the Govt contribution (CSRS: Govt Contr B/W) to the employees' Civil Service Retirement System plus adjustments during the time period selected. |
| 21 | FERS | Sum of the Govt contribution (FERS: Govt Contr B/W) to the Federal Employee Retirement System plus adjustments during the time period selected. |
| 22 | FICA | Sum of the Govt contribution (FICA: Govt Contr B/W) to the old age pension portion of FICA plus adjustments during the time period selected. |
| 23 | HIT | Sum of the Govt contribution (HIT: Govt Contr B/W) to the Medicare portion of FICA and the Medicare for all other employees plus adjustments during the time period selected. |
| 24 | SALARY OFFSET, REEMPL
ANNUITANTS | Sum of salary offset plus adjustments (CSRS & FERS: Current Salary Offset Adj) paid to OPM for reemployed annuitants for the time period selected. |

**FUND SOURCE 1 REPORT
DATA ELEMENTS
REPORT 818**

| | | |
|----|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25 | SUBTOTAL OF BENEFITS | Sum of 17 + 18 + 19 + 20 + 21 + 22 + 23 + 24 |
| 26 | TOTAL FS1, OC,
W/O PCS | All salaries and benefits excluding permanent change of station (PCS)
11 to 17 benefits. Sum of items 4, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 25. |
| 27 | ALL LWOP HOURS (E&I) | Sum of leave without pay hours accumulated (LWOP: Used B/W) through
the time period selected. This includes extended LWOP and incidental
LWOP. |
| 28 | ALL LWOP DOLLARS (E&I) | Calculate each employee's LWOP dollars (computed value = LWOP: Used
B/W * Salary: Hourly) and sum for all employees for the time period
selected. |
| 29 | WIG ACTIONS | Number of Within Grade Increases given during the time period selected.
NOAC = 891, 893. |
| 30 | WIG DOLLARS | Costs of Within Grade Increases given during the time period selected.
Calculate each employee's WIG amount (computed value = Salary:
Adjusted Basic Pay New - Salary: Adjusted Basic Pay Old) and sum for all
employees. |
| 31 | QSI ACTIONS | Number of Quality Step Increases given during the time period selected.
NOAC = 892. |

**FUND SOURCE 1 REPORT
DATA ELEMENTS
REPORT 818**

| | | |
|----|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 32 | QSI DOLLARS | Costs of Quality Step Increases given during the time period selected. Calculate each employee's QSI amount (computed value = Salary: Adjusted Basic Pay New - Salary: Adjusted Basic Pay Old) and sum for all employees. |
| 33 | PROMOTION ACTIONS | Number of Promotions given during the time period selected. NOAC = 702. |
| 34 | PROMOTION DOLLARS | Costs of Promotions given during the time period selected. Calculate each employee's amount of promotion (computed value = Salary: Adjusted Basic Pay New - Salary: Adjusted Basic Pay Old) and sum for all employees. |
| 37 | CURR OPT RET ELIG B/W | Number eligible for optional retirement as of the end of the time period selected. Optional Retirement date (Retirement: Optional Date) must be less than or equal to Pay Period End Date. This date applies to items 38 & 39 also. Do not count if Duty Status = Z. |
| 38 | ANNUAL LEAVE BALANCE | Sum of annual leave plus restored leave hours (Restored Leave: Hours B/W Type A, B, C) for optional retirement eligibles in line 37. |
| 39 | LUMP SUM LIABILITY B/W | Dollar value of annual leave plus restored leave balances of optional retirement eligibles in line 37. |
| 40 | NASA NEW HIRES | Number of new employees coming into NASA from an outside source for the time period selected. NOAC = 1\$\$\$ (\$ = any value). |
| 41 | NASA NEW HIRES | Sum of Salary: Total Pay for the above employees for the time SALARIES period selected. |
| 42 | INTERCENTER TRANSFERS | Number of transfers in from another installation. NOAC = 721A. Do not check REACTIVATION STATUS. |
| 43 | INTERCENTER TRANSFERS SALARIES | Sum of Salary: Total Pay for the above employees for the time period selected. |
| 44 | COOP CONVERSION TO FTP \A ACTIONS | Number of COOP conversions for the time period selected. (Old Position Type equal 0 or 1 and Old COOP Level not equal I and NOAC equal 5\$\$\$) and (New Position Type = 6 or 7 or (0 when New COOP Level = I)). |
| 45 | COOP CONVERSION TO FTP SALARIES | Sum of Salary: Total Pay for line 44 employees for the time period selected. |
| 46 | TOTAL GAINS ABOVE | Sum of all the above for numbers of hires in each category for the time period selected. Sum of items 40, 42, 44, and 66 (page 3) or 40, 42, and 70 (page 4). |
| 47 | TOTAL SALARIES GAINS | Sum of salaries for line 46 employees. Sum of items 41, 43, 45, and 67 (page 3) or 41, 43, and 71 (page 4). |
| 48 | RETIREMENTS (ALL) | Number of employees retiring from NASA for the time period selected. NOAC = 300, 301, 302, 303, 304. |
| 49 | RETIREE SALARIES | Sum of Salary: Total Pay for the above employees during the (Incl. Lump Sum Costs) time period selected. |
| 50 | INTERCENTER TRANSFERS | Number of transfers out to another installation for the time period selected. NOAC = 721T. |

**FUND SOURCE 1 REPORT
DATA ELEMENTS
REPORT 818**

| | | |
|----|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 51 | INTERCENTER TRANSFER SALARIES | Sum of Salary: Total Pay for the above employees during the time period selected. |
| 52 | OTHER SEPARATIONS | Number of employees leaving NASA service for reasons other than retirement during the time period selected. NOAC = 312 through 386. |
| 53 | OTHER SEPARATIONS SALARIES | Sum of Salary: Total Pay for the above employees during the time period selected. |
| 54 | TOTAL LOSSES | Sum of all the above for numbers of all losses in each category for the time period selected. Sum of items 48, 50, 52, and 68 (page 3) or 44, 48, 50, 52, and 72 (page 4). |
| 55 | TOTAL SALARY LOSSES | Sum of salaries for the above employees. Sum of items 49, 51, 53, and 69 (page 3) or 45, 49, 51, 53, and 73 (page 4). |
| 56 | RETURN-TO-DUTY ACTIONS | Number of employees returning to duty during the time period selected. Employees previously in extended LWOP category. NOAC = 292. |
| 57 | RTD SALARIES | Sum of Annual Salary (Gross Earnings: B/W) for the above employees for the time period selected. |
| 58 | EXTENDED LWOP ACTIONS | Number of employees in a non-paid leave status for longer than a 30-day period for the time period selected. NOAC = 450, 452, 460, 473, or 480. |
| 59 | EXTENDED LWOP HOURS | Sum of leave without pay hours (LWOP: Used B/W) accumulated through the time period selected. NOAC = 460 or Duty-Status = L. |
| 60 | EXTENDED LWOP DOLLARS | Calculate for each employee on LWOP (computed value = LWOP: Used B/W * Salary: Hourly) and sum for all employees. Duty-Status = L or NOAC = 460. |
| 61 | INCIDENTAL LWOP HOURS | Sum of leave without pay hours (LWOP: Used B/W) accumulated through the time period selected. NOAC not equal 460 or Duty-Status not equal L. |
| 62 | INCIDENTAL LWOP DOLLARS | Calculate for each employee on LWOP (computed value = LWOP: Used B/W * Salary: Hourly) and sum for all employees. NOAC not equal 460 or Duty-Status not equal L. |
| 63 | HOLIDAY HOURS | Number of holiday work hours (Holiday: Hours B/W) plus adjustments (Holiday/Wked: Cur Adj Hours) paid for the time period selected. |
| 64 | HOLIDAY DOLLARS | Sum of holiday work dollars (Holiday Earnings: B/W) plus adjustments (Holiday/Wked: Cur Adj Earn) paid for the time period selected. |
| 65 | AVAILABILITY PAY DOLLARS | Sum of availability pay (Availability Pay: B/W) plus adjustments (Availability Pay: Adj) for the time period selected. |

**FUND SOURCE 1 REPORT
DATA ELEMENTS
REPORT 818**

| | | |
|----|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 66 | OTHER CONVERSIONS
ACTIONS COOP | Number of other conversions (NOAC 5\$\$ or NOAC 781) to TO FTP FTP for the time period selected. Old Position Type equals (1 with Old Level = I), 2, 3, 4, 5, 8, 9 and New Position Type equals (0 with New Level = I), 6, 7. |
| 67 | OTHER CONVERSIONS
TO FTP SALARIES | Sum of Salary: Total Pay for line 66 employees for the time period selected. |
| 68 | CONVERSION FROM
ACTIONS COOPLEV | Number of conversions (NOAC 5\$\$ or NOAC 781) from full- FTP time permanent for the time period selected. (Old Position Type equal 6 or 7 or (Old Position Type equal 0 and Old eq I)) and (New Position Type not equal 6 or 7 or (New Position Type not equal 0 and New COOPLEV eq I).) |
| 69 | CONVERSION FROM
SALARIES | Sum of Salary: Total Pay for line 68 employees for the time FTP period selected. |
| 70 | CONVERSIONS FROM FTP
ACTIONS | Number of conversions (NOAC 5\$\$ or NOAC 781) from FTP for the time period selected. Old Position Type equals (0 with Old COOP Level = I), 6, 7 and New Position Type not equal (0 with New Coop Level = I), 6, or 7. |
| 71 | CONVERSIONS FROM FTP
SALARIES | Sum of Salary: Total Pay for line 70 employees for the time period selected. |
| 72 | OTHER CONVERSION TO
FTP ACTIONS | Number of other conversions (NOAC 5\$\$ or NOAC 781) to FTP for the time period selected. Old Position Type equals (1 with Old Coop Level = I), 2, 3, 4, 5, 8, or 9 and New Position Type equals (0 with New Coop Level = I), 6, or 7. |
| 73 | OTHER CONVERSION TO
FTP SALARIES | Sum of Salary: Total Pay for the above employees for the time period selected. |

XX CURRENT PAY PERIOD relative to the pay period ending date
MM STARTING AND ENDING PAY PERIOD DATES

* Items 1, 2, 41, 43, 45, 47, 49, 51, 53, 55, 57 are not shown on the FTE YTD report.

SPECIAL CALCULATIONS**FTE YEAR TO DATE**

If the OPTIONAL RETIREMENT DATE is before the run date then calculate the LUMP SUM LIABILITY
 $\text{RESTORED-LV-BALANCE} * \text{SALARY-HOURLY}$
 $+ \text{ANNUAL-LV-EARN-BALANCE} * \text{SALARY-HOURLY}$

If DUTY-STATUS = 'L' then calculate EXTENDED LWOP DOLLARS
 $\text{LWOP-HRS-USED-BW} * \text{SALARY-HOURLY}$

If DUTY-STATUS ne 'L' then calculate INCIDENTAL LWOP DOLLARS
 $\text{LWOP-HRS-USED-BW} * \text{SALARY-HOURLY}$

If reemployed annuitant (1,4,5,A,C,E) then calculate
 $\text{SALARY OFFSET REEMP ANNUITANTS}$
 add salary offset, FERS offset, CSRS offset

BIWEEKLY

If the OPTIONAL RETIREMENT DATE is before the run date then
 calculate the LUMP SUM LIABILITY
 add MER-AL-BALANCE, PAY-RL-HRS-A,B,C reduced by PAY-RL-CUR-HRS-USED(1,2,3)
 multiply the result by PAY-RATE-HRLY

If DUTY-STATUS = 'L' then calculate EXTENDED LWOP DOLLARS
 $\text{PAY-PP-HRS}(11) * \text{PAY-RATE-HOURLY}$

If DUTY-STATUS ne 'L' then calculate INCIDENTAL LWOP DOLLARS
 $\text{PAY-PP-HRS}(11) * \text{PAY-RATE-HOURLY}$

If reemployed annuitant (1,4,5,A,C,E) then calculate
 $\text{SALARY OFFSET REEMP ANNUITANTS}$
 add salary offset, FERS offset, CSRS offset

REPORT 113

PAYROLL ADVANCE PAY REGISTER

PAYROLL

PURPOSE:

List employees' activities for advance pay in the current pay period.

CONTENT:

Details of current pay period advance pay by employee.

SEQUENCE:

By pay block and SSN or pay block and employee name.

REPORT NO : 113
SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM
INSTALLATION NAME
FACILITY NAME
PAYROLL ADVANCE PAY REGISTER
PAY PERIOD A AS OF B

PAGE:
DATE:
TIME:

PAY BLOCK: CC

SSN:

NAME:

PAY PLAN

ORG:

FAC:

-----ADVANCED PAY TOTALS-----
ADVANCED CUMULATIVE BALANCE CUR-DED CUR-ADJ YTD-DED

DDDDDDDD EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE F GGGG H IIIII.II JJJJJ.JJ KKKKK.KK LLLL.LL MMMM.MM NNNN.NN

PAY BLOCK TOTALS:

-----ADVANCED PAY/PAY BLOCK TOTALS-----
ADVANCED CUMULATIVE BALANCE CUR-DED CUR-ADJ YTD-DED

000000.OO PPPPPP.PP QQQQQQ.QQ RRRRR.RR SSSSS.SS TTTT.TT

CENTER TOTALS:

-----ADVANCED PAY/CENTER TOTALS-----
ADVANCED CUMULATIVE BALANCE CUR-DED CUR-ADJ YTD-DED

UUUUUUU.UU VVVVVVV.VV WWWWWW.WW XXXXXX.XX YYYYYY.YY ZZZZZZ.ZZ

SUBJECT TO PRIVACY ACT OF 1974

See next page for data elements.

**PAYROLL ADVANCE PAY REGISTER
DATA ELEMENTS
REPORT 113**

- A. Pay Period
- B. Pay period ending date
- C. Pay Block: Processing
- D. SSN
- E. Employee Name (Last, First, MI, Gen)
- F. Pay Plan
- G. Organization: Assigned
- H. Facility Code
- I. Empl Tot Adv Pay Recvd Amt
- J. Empl Adv Pay Cum Ded Amt
- K. I-J
- L. Empl Adv Pay Ded BW Amt
- M. Empl Adv Pay Adj BW Amt
- N. Empl Adv Pay YTD Ded Amt
- O. Total of I for Pay Block
- P. Total of J for PayBlock
- Q. Total of K for Pay Block
- R. Total of L for Pay Block
- S. Total of M for Pay Block
- T. Total of N for Pay Block
- U. Center Total of I
- V. Center Total of J
- W. Center Total of K
- X. Center Total of L
- Y. Center Total of M
- Z. Center Total of N

SELECTION CRITERIA

Includes all employees with the following criteria:

- Installation code equal to user designated center code
- Empl Tot Adv Pay Recvd Amt greater than zero
- Facility code equal to user designated facility code if entered

REPORT 426

ANNUAL LEAVE LIABILITY AND OTHER LEAVE/HOUR
BALANCES REPORT

PAYROLL

PURPOSE: To provide an annual leave liability and other leave/hour balances report at end of fiscal year.

CONTENT: All active employees.

SEQUENCE: Pay Block and SSN, SSN or Name (default is pay block and SSN).

REPORT NO: 426
SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM
INSTALLATION NAME

PAGE :
DATE :
TIME :

ANNUAL LEAVE LIABILITY AND OTHER LEAVE/HOUR BALANCES REPORT
AS OF XX/XX/XX

| NAME
PB | SSN | AL-EARN
BALANCE | REST-LV
BALANCE | S/T ANNUAL
LEAVE | CREDIT HRS
BALANCE | COMP TIME
BALANCE | TOTALS | |
|------------------------------------------|---------------|--------------------|--------------------|---------------------|-----------------------|----------------------|-------------|---------|
| -- | --- | ----- | ----- | ----- | ----- | ----- | ----- | |
| hhhhhhhhhhhhhhhhhhhhhh, hhhhhhhhhhhhh, h | ff | ggg-gg-gggg | aaa.aa | bbb.bb | iiii.ii | ccc.cc | dddd.dd | eeee.ee |
| hhhhhhhhhhhhhhhhhhhhhh, hhhhhhhhhhhhh, h | ff | ggg-gg-gggg | aaa.aa | bbb.bb | iiii.ii | ccc.cc | dddd.dd | eeee.ee |
| . | . | . | . | . | . | . | . | . |
| . | . | . | . | . | . | . | . | . |
| . | . | . | . | . | . | . | . | . |
| . | . | . | . | . | . | . | . | . |
| hhhhhhhhhhhhhhhhhhhhhh, hhhhhhhhhhhhh, h | ff | ggg-gg-gggg | aaa.aa | bbb.bb | iiii.ii | ccc.cc | dddd.dd | eeee.ee |
| PAYBLOCK | TOTAL HOURS | jjjjjj.jj | kkkkkk.kk | llllll.ll | mmmmmm.mm | nnnnnn.nn | | |
| | TOTAL DOLLARS | pppppppp.pp | qqqqqqqq.qq | rrrrrrrr.rr | ssssssss.ss | tttttttt.tt | uuuuuuuu.uu | |
| CENTER | TOTAL HOURS | vvvvvv.vv | wwwwww.wv | xxxxxxx.xx | yyyyyy.yy | zzzzzz.zz | | |
| | TOTAL DOLLARS | BBBBBBBB.BB | CCCCCCCC.CC | DDDDDDDD.DD | EEEEEEEE.EE | FFFFFFFF.FF | GGGGGGGG.GG | |

Payroll Staff: Please provide a copy of this report to your organizations General Ledger Staff.

SUBJECT TO PRIVACY ACT OF 1974

- a. Annual Leave: Earned Balance

b. (Restored Leave: Hours Type A + Restored Leave: Hours Type B + Restored Leave: Hours Type C) - RL: Cum Dntd Hr + RL: Dntd-Rtrn Hr - Restored Leave: Used Cum

c. Credit Hours: Balance

d. Comp Time: Current Balance (for employees with FLSA status = 'N') (a + b + c + d) * Salary: Hourly

f. Pay Block: Processing

g. SSN

h. Name (Last,First, MI)

X. Pay CNTL: Current PP Ending Date

i. a + b
- j. Payblock Total of a

k. Payblock Total of b

l. Payblock Total of i

m. Payblock Total of c

n. Payblock Total of d

o. Payblock Total of e

p. Payblock Total of (a * Salary: Hourly)

q. Payblock Total of (b * Salary: Hourly)

r. Payblock Total of (i * Salary: Hourly)

s. Payblock Total of (c * Salary: Hourly)

t. Payblock Total of (d * Salary: Hourly)

u. Payblock Total of (e * Salary: Hourly)

v. Center Total of a

w. Center Total of b

x. Center Total of i

y. Center Total of c
- z. Center Total of d

A. Center Total of e

B. Center Total of (a * Salary: Hourly)

C. Center Total of (b * Salary: Hourly)

D. Center Total of (i * Salary: Hourly)

E. Center Total of (c * Salary: Hourly)

F. Center Total of (d * Salary: Hourly)

G. Center Total of (e * Salary: Hourly)

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equals user designated center code

- Duty Status not equal 'Z'

- Reactivation Indicator not equal '3'

REPORT 427

IRS FORM 1099 MISCELLANEOUS INCOME

PAYROLL

PURPOSE: To provide award recipients with a miscellaneous income statement for filing with Federal, State, and Local taxing authorities.

CONTENT: Each award recipient with miscellaneous income.

SEQUENCE: Award Recipient Name or Award Recipient SSN

**IRS FORM 1099 MISCELLANEOUS INCOME
DATA ELEMENTS
REPORT 427**

PAYER INFORMATION

| | | |
|-------------------|---|-----------------------------|
| NAME | = | Installation: Name |
| ADDRESS | = | Installation Address |
| FEDERAL ID NUMBER | = | Installation: Fed Tax W2 ID |

RECIPIENT INFORMATION

| | | |
|-----------------------|---|--------------------------------|
| IDENTIFICATION NUMBER | = | Award Recipient SSN |
| NAME | = | Award Recipient Name |
| ADDRESS | = | Award Recipient Street Address |
| | | Award Recipient City Address |
| | | Award Recipient State Address |
| | | Award Recipient Zip Address |

1. Not Used
2. Award Gross Amount, if Award ICB Category Code = 'R'
3. Not Used
4. Award Federal Tax Deduction Amount
5. Not Used
6. Award OASDI Deduction Amount + Award HIT Deduction Amount
7. Award Gross Amount, if Award ICB Category Code not = 'R'
8. Not Used
9. Not Used
10. Not Used
11. Award State Tax Deduction Amount
12. State Employer ID Table Lookup Depending On Award State Tax Code

SELECTION CRITERIA:

Includes all non-personnel action cash awards recipients with the following criteria:

- Installation code equals user designated center code
- Award Recipient Government Employee Indicator = 'N' (for all awards received in the current pay year) and Sum of Award Gross Amount greater than \$599.99
- Award ICB Category Code = 'R' and Award Recipient Government Employee Indicator = 'G' or 'N'

REPORT 427 IRS FORM 1099 MISCELLANEOUS INCOME

PAYROLL

PURPOSE: To provide 1099-MISC Statistics.

CONTENT: 1099-MISC Counts and Totals.

SEQUENCE: N/A

| | | |
|-----------------------------------------|-----------------------------------|-------|
| REPORT NO: 427 | NASA PERSONNEL AND PAYROLL SYSTEM | PAGE: |
| SEQUENCE BY: | 1090 SPACE CENTER | DATE: |
| | 1099'S EDIT REPORT AND STATISTICS | TIME: |
| | AS OF 03/07/92 | |
| ----- | | |
| NUMBER OF 1099 STATEMENTS = A | | |
| ----- | | |
| TOTAL ROYALTIES = B | | |
| TOTAL NON-GOVERNMENT. = C | | |

- A. Number of 1099s written
- B. Award Gross Amount where
Award ICB Category Code = R
- C. Award Gross Amount where Award
ICB Category Code not = R

REPORT 518 W2 FORM - WAGE & TAX STATEMENT FOR PAYROLL
NON-EMPLOYEES (REPORT 1 OF 2)

PURPOSE: To provide non-employees who have received cash awards with a wage and tax statement for filing with Federal, State, and Local taxing authorities.

CONTENT: Report produced for all government non-employees with non-personnel action cash awards in the current pay year.

SEQUENCE: 1) Installation Code, SSN
 2) Installation Code, Name

See Next Page for Data Elements

**W2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES
DATA ELEMENTS
REPORT 518, 1/2**

- a. Control Number (A sequential number starting with 1)
- b. Installation: Fed Tax W2 ID
- c. Installation: Name,
Installation: Address
- d. SSN
- e. Employee Name (First, MI, Last),
Address: Mailing
- 1. Total of all current pay year Award Gross Amount
- 2. Total of all current pay year Award Federal Tax Deduction Amount
- 3. Total of all current pay year Award OASDI Earnings Amount
- 4. Total of all current pay year Award OASDI Deduction Amount
- 5. Total of all current pay year Award HIT Earnings Amount
- 6. Total of all current pay year Award HIT Deduction Amount
- 9. Blank
- 13a. Blank
- 13b. Blank
- 15c. Blank
- 15g. Blank
- 16. State = State Tax: Code or Former State Tax: Code
Employer's State I.D. No = *State Employer ID Table Lookup based on State
- 17. Total of all current pay year Award Gross Amount for all awards where an Award State Tax Deduction Amount is present for a state
- 18. Total of all current pay year Award State Tax Deduction Amount for a state
- 19. = City Name
*Tax Table Look Up Depending On City Tax: Code
- 20. Total of all current pay year Award Gross Amount for all awards where an Award City Tax Deduction Amount is present for a city
- 21. Total of all current pay year Award City Tax Deduction Amount for a city

SELECTION CRITERIA

Includes employees with following criteria:

- Installation Code equal to user designated Center Code
- Award Recipient Government Employee Indicator = G and ICB Category Code not = R
- Award Payroll Update Indicator = blank

REPORT 518

W-2 FORM - WAGE & TAX STATEMENT FOR
NON-EMPLOYEES (REPORT 2 OF 2)

PAYROLL

PURPOSE:

To provide Statistics for non-employee W-2s.

CONTENT:

W-2's Counts and Totals.

SEQUENCE:

N/A

| | | |
|----------------|-----------------------------------|-------|
| REPORT NO: 518 | NASA PERSONNEL AND PAYROLL SYSTEM | PAGE: |
| SEQUENCE BY: | INSTALLATION NAME | DATE: |
| | NON-INSTALLATION EMPLOYEES | TIME: |

W-2'S EDIT REPORT AND STATISTICS

AS OF MM/DD/YY

NON-INSTALLATION EMPLOYEES WITH HIT (MQFE) ONLY

NON-INSTALLATION EMPLOYEES WITH HIT (MQFE) AND FICA . . .

NON-INSTALLATION EMPLOYEES ON FILE

=

=

=

A,AAA,AAA

F,FFF,FFF

D,DDD,DDD

TOTAL NON-INSTALLATION EMPLOYEE W-2 FORMS

=

C,CCC,CCC

TTL NON-INSTALLATION EMPLOYEE COMPENSATION (NOT DEF)

=

GGG,GGG,GGG.GG

FEDERAL TAX WITHHELD

=

III,III,III.II

TOTAL HOSP. INS. TAX WAGES

=

JJJ,JJJ,JJJ.JJ

TOTAL HOSP. INS. TAX DEDUCTED

=

KKK,KKK,KKK.KK

TOTAL FICA WAGES

=

LLL,LLL,LLL.LL

TOTAL FICA DEDUCTED

=

MMM,MMM,MMM.MM

TOTAL STATE TAX EARNINGS

=

NNN,NNN,NNN.NN

TOTAL STATE TAX DEDUCTION

=

OOO,OOO,OOO.OO

TOTAL CITY TAX EARNINGS

=

RRR,RRR,RRR.RR

TOTAL CITY TAX DEDUCTION

=

SSS,SSS,SSS.SS

TOTAL NON-INSTALLATION EMPLOYEE COMPENSATION

XXX,XXX,XXX.XX

See Next Page For Data Elements

W-2 FORM - WAGE & TAX STATEMENT FOR NON-EMPLOYEES
DATA ELEMENTS
REPORT 518, 2/2

- A. W-2 Form Counts if Award OASDI Deduction Amount = 0 and Award HIT Deduction Amount > 0
- C. Total W-2 Form Counts
- D. Total Non-Employee Counts
- F. W-2 Counts if Award OASDI Deduction Amount > 0 and HIT Deduction Amount > 0
- G. Total of Award Gross Amount
- I. Total of Award Federal Tax Deduction Amount
- J. Total of Award HIT Earnings Amount
- K. Total of Award HIT Deduction Amount
- L. Total of Award OASDI Earnings Amount
- M. Total of Award OASDI Deduction Amount
- N. Total of Award Gross Amount where Award ~~Sta~~ Tax Deduction Amount > 0
- O. Total of Award State Tax Deduction Amount
- R. Total of Award Gross Amount where Award City Tax Deduction Amount > 0
- S. Total of Award City Tax Deduction Amount
- X. Total of Award Gross Amount

REPORT 114ICB ASSOCIATED BUSINESS PUBLICATIONS REPORTPAYROLL

PURPOSE:To provide a detailed listing of all ICB Technical Brief awards granted in the last three years.

CONTENT:All ICB Technical Brief awards granted in the last three years.

SEQUENCE:Award Recipient Name

| | | | | | |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| REPORT NO: 114 | | SUBJECT TO PRIVACY ACT OF 1974 | | PAGE : | |
| SEQUENCED BY: NAME | | NASA PAYROLL AND PERSONNEL SYSTEM | | DATE : | |
| | | INSTALLATION NAME | | TIME : | |
| | | ICB ASSOCIATED BUSINESS PUBLICATIONS REPORT | | | |
| | | RECIPIENTS OF TECH BRIEF AWARDS WITHIN LAST THREE YEARS | | | |
| | | AS OF MM/DD/YY | | | |
| CASE
NUMBER | RECIPIENT | AWARD
DATE | CASE
NUMBER | AWARD
RECIPIENT | DATE |
| AA-AAAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
EEEEEEEEEEEEEE FFF GGGGGGGGG | CC/CC/CC | AA-AAAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
EEEEEEEEEEEEEE FFF GGGGGGGGG | CC/CC/CC |
| AA-AAAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
EEEEEEEEEEEEEE FFF GGGGGGGGG | CC/CC/CC | AA-AAAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
EEEEEEEEEEEEEE FFF GGGGGGGGG | CC/CC/CC |
| AA-AAAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
EEEEEEEEEEEEEE FFF GGGGGGGGG | CC/CC/CC | AA-AAAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
EEEEEEEEEEEEEE FFF GGGGGGGGG | CC/CC/CC |
| SUBJECT TO PRIVACY ACT OF 1974 | | | | | |

- A. Award Case Number

B. Award Recipient Name (Last, First, MI, Gen)

C. Award Payment Date

D. Award Recipient Street Address (Line 2 suppressed if blank)

E. Award Recipient City Address

F. Award Recipient State Address

G. Award Recipient Zip Address
- SELECTION CRITERIA:
Includes all awards with the following criteria:
 - Installation code equals user designated center code
 - Award ICB Category Code = "T"
 - Award Payment Date within three years of the current pay date
 - Award Adjustment Indicator = blank

REPORT 115 **ICB CASH AWARDS LISTING**

PURPOSE: To provide a detailed listing of all ICB awards granted in the last three years.

CONTENT: All ICB awards granted in the last three years.

SEQUENCE: Selective by Installation (first two positions of Award Case Number), Award Recipient Name or Installation, Award Recipient SSN or Award Recipient Name or Award Recipient SSN

| | | | | | | | | |
|----------------------------------|---------------------------------------------------|------------------|----------------------|-----------------|----------------|--------------|------------|-----------------|
| REPORT NO: 115 | SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | PAGE: |
| SEQUENCED BY: | NASA PAYROLL AND PERSONNEL SYSTEM | | | | | | | DATE: |
| | INSTALLATION NAME | | | | | | | TIME: |
| | ICB CASH AWARDS LISTING | | | | | | | |
| | RECIPIENTS OF CASH AWARDS WITHIN LAST THREE YEARS | | | | | | | |
| | AS OF MM/DD/YY | | | | | | | |
| NAME/ADDRESS | SSN | EMPLOYEE
TYPE | TAX ID
STATE CITY | PAYMENT
DATE | CASE
NUMBER | PR
NUMBER | ICB
CAT | AWARD
AMOUNT |
| AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA | BBB-BB-BBBB | CCCCCCCC | DDD JJJ | EE/EE/EE | FF-FFFFFF | GG-GGGGG | HHHHHHHH | III,III.II |
| KKKKKKKKKKKKKKKKKKKKKKKKKKKK | | . | . | . | . | . | . | . |
| KKKKKKKKKKKKKKKKKKKKKKKKKKKK | | . | . | . | . | . | . | . |
| LLLLLLLLLLLLLLL MMM NNNNNNNNN | | CCCCCCCC | DDD JJJ | EE/EE/EE | FF-FFFFFF | GG-GGGGG | HHHHHHHH | III,III.II |
| AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA | BBB-BB-BBBB | CCCCCCCC | DDD JJJ | EE/EE/EE | FF-FFFFFF | GG-GGGGG | HHHHHHHH | III,III.II |
| KKKKKKKKKKKKKKKKKKKKKKKKKKKK | | . | . | . | . | . | . | . |
| KKKKKKKKKKKKKKKKKKKKKKKKKKKK | | . | . | . | . | . | . | . |
| LLLLLLLLLLLLLLL MMM NNNNNNNNN | | CCCCCCCC | DDD JJJ | EE/EE/EE | FF-FFFFFF | GG-GGGGG | HHHHHHHH | III,III.II |
| AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA | BBB-BB-BBBB | CCCCCCCC | DDD JJJ | EE/EE/EE | FF-FFFFFF | GG-GGGGG | HHHHHHHH | III,III.II |
| KKKKKKKKKKKKKKKKKKKKKKKKKKKK | | . | . | . | . | . | . | . |
| KKKKKKKKKKKKKKKKKKKKKKKKKKKK | | . | . | . | . | . | . | . |
| LLLLLLLLLLLLLLL MMM NNNNNNNNN | | CCCCCCCC | DDD JJJ | EE/EE/EE | FF-FFFFFF | GG-GGGGG | HHHHHHHH | III,III.II |

SUBJECT TO PRIVACY ACT OF 1974

- A. Award Recipient Name (Last, First, MI, Gen)
- B. Award Recipient SSN
- C. Award Recipient Government Employee Indicator (literal, G = Govt or N = Non Govt)
- D. Award State Tax Code
- E. Award Payment Date
- F. Award Case Number
- G. Award Procurement Request Number
- H. Type of ICB Award (literal from table TICBCAT based on Award ICB Category Code)
- I. Award Gross Amount
- J. Award City Tax Code
- K. Award Recipient Street Address (Line 2 suppressed if blank)
- L. Award Recipient City Address
- M. Award Recipient State Address
- N. Award Recipient Zip Address

SELECTION CRITERIA:
Include all awards with the following criteria:

- Installation equals user designated center code
- Award Type Code = 'V'
- Award Payment Date within three years of the current pay date

REPORT 116

CASH AWARDS ROYALTIES

PAYROLL

PURPOSE: To provide a listing of year-to-date or cumulative history of all royalties issued to each recipient.

CONTENT: All Royalty payments.

SEQUENCE: Award Recipient Name

| REPORT NO: | 116 | SUBJECT TO PRIVACY ACT OF 1974 | | PAGE: |
|--------------------------------------|------------------------------------|------------------------------------------|-----------------|-------|
| SEQUENCED BY: | NAME | NASA PAYROLL AND PERSONNEL SYSTEM | | DATE: |
| | | INSTALLATION NAME | | TIME: |
| | | (YTD) (CUMULATIVE) CASH AWARDS ROYALTIES | | |
| | | AS OF MM/DD/YY | | |
| NAME | ADDRESS | PAYMENT
DATE | AWARD
AMOUNT | |
| ----- | ----- | ----- | ----- | |
| AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | FF/FF/FF | GGG,GGG.GG | |
| | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | . | . | |
| | CCCCCCCCCCCCCCC DDD EEEEEEEEE | . | . | |
| | | FF/FF/FF | GGG,GGG.GG | |

SUBJECT TO PRIVACY ACT OF 1974

- A. Award Recipient Name (Last, First, MI, Gen)
- B. Award Recipient Street Address (Line 2 suppressed if blank)
- C. Award Recipient City Address
- D. Award Recipient State Address
- E. Award Recipient Zip Address
- F. Award Payment Date
- G. Award Adjusted Gross Amount

SELECTION CRITERIA:

Include all awards with the following criteria:
User selects type of report (i.e. YTD or Cumulative)
- Installation equals user designated center code
- Award ICB Category Code = 'R'
- Award Adjustment Indicator = blank

YTD

Reject if Award Pay Date <
01/01/current year or > current pay
date*

* cur-pay-dte = pp-end-dte + 10 days

CUM

List all "R" awards in NPS2-awards-file
up to current pay date

| | | | |
|---------------|------|---------------------------------------------------------------------|-------|
| REPORT NO: | 117 | SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTEM | PAGE: |
| SEQUENCED BY: | NAME | INSTALLATION NAME | DATE: |
| | | NON-PERSONNEL ACTION CASH AWARDS EDIT LISTING | TIME: |
| | | AS OF MM/DD/YY | |

PR NUMBER: AA-AAAAA

| CASE
NUMBER | EMP
TYP | NAME/ADDRESS/SSN | AWD
TYP | ICB
CAT | GROSS
AWARD | OASDI/HIT
WAGES | FED
TAX | STATE/CITY
TAX ID AMT | OASDI
DEDUCT | HIT
DEDUCT | NET
AWARD |
|----------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|----------------|------------------------|------------|----------------------------|-----------------|---------------|--------------|
| BB-BBBBBB | C | DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD
QQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQ
QQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQQ
RRRRRRRRRRRRRRR SSS TTTTTTTT
UUU-UU-UUUU | E | F | GGGGGG.GG | HHHHHH.HH
VVVVVV.VV | IIIII.II | JJJ KKKK.KK
LLL MMMM.MM | NNNN.NN | OOOO.OO | PPPPPP.PP |

SUBJECT TO PRIVACY ACT OF 1974

- | | |
|-------------------------------------------------------------------|------------------------------------------------------|
| A. Award Procurement Request Number | SELECTION CRITERIA: |
| B. Award Case Number | Include all awards with the following |
| C. Award Recipient Government
Employee Indicator | criteria: |
| D. Award Recipient Name (Last, First,
MI, Gen) | - Installation equals user designated
center code |
| E. Award Type Code | - Award Payment Date qual to current
pay date |
| F. Award ICB Category Code | |
| G. Award Gross Amount | |
| H. Award OASDI Earnings Amount | |
| I. Award Federal Tax Deduction
Amount | |
| J. Award State Tax Code | |
| K. Award State Tax Deduction amount | |
| L. Award City Tax Code | |
| M. Award City Tax Deduction amount | |
| N. Award OASDI Deduction Amount | |
| O. Award HIT Deduction Amount | |
| P. Award Net Amount | |
| Q. Award Recipient Street Address (Line
2 suppressed if blank) | |
| R. Award Recipient City Address | |
| S. Award Recipient State Address | |
| T. Award Recipient Zip Address | |
| U. Award Recipient SSN | |
| V. Award HIT Earnings Amount | |

REPORT 117

NON-PERSONNEL ACTION CASH AWARDS EDIT
LISTING SUMMARY

PAYROLL

PURPOSE: To provide a summary of all non-personnel action cash awards processed during the current pay period.

CONTENT: Summary of all current non-personnel action cash awards.

SEQUENCE: Center.

| | | | | | | | | | |
|----------------|-------------------------------------------------------|---------------|--------------------|----------------|--------------|-------------|-----------------|---------------|--------------|
| REPORT NO: 117 | NASA PAYROLL AND PERSONNEL SYSTEM | | | | | | | PAGE: | |
| SEQUENCED BY: | INSTALLATION NAME | | | | | | | DATE: | |
| | NON-PERSONNEL ACTION CASH AWARDS EDIT LISTING SUMMARY | | | | | | | TIME: | |
| | AS OF MM/DD/YY | | | | | | | | |
| | NO OF
AWARDS | GROSS
GOVT | AWARDS
NON-GOVT | FEDERAL
TAX | STATE
TAX | CITY
TAX | OASDI
DEDUCT | HIT
DEDUCT | NET
AWARD |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| NON-ICB AWARDS | AAAA | BBBBBBBB.BB | CCCCCCCC.CC | DDDDDDDD.DD | EEEEEE.EE | FFFFFF.FF | GGGGGG.GG | HHHHHH.HH | IIIIIIII.II |
| ICB AWARDS | | | | | | | | | |
| TECH BRIEF (T) | JJJJ | KKKKKKKK.KK | LLLLLLLL.LL | MMMMMMM.MM | NNNNNN.NN | OOOOOO.OO | PPPPPP.PP | QQQQQQ.QQ | RRRRRRRR.RR |
| PATENT (P) | SSSS | TTTTTTTT.TT | UUUUUUUU.UU | VVVVVVVV.VV | WWWWWW.WW | XXXXXX.XX | YYYYYY.YY | ZZZZZZ.ZZ | aaaaaaaa.aa |
| MONETARY (M) | bbbb | cccccccc.cc | ddddddd.d | eeeeeee.ee | ffffff.ff | gggggg.gg | hhhhh.hh | iiiii.ii | jjjjjjj.jj |
| ROYALTY (R) | tttt | uuuuuuu.uu | vvvvvvv.vv | wwwwwww.w | xxxxxx.xx | yyyyyy.yy | zzzzzz.zz | 11111.11 | 222222.22 |
| TOTAL ICB | k | 11111111.11 | mmmmmmmm.m | nnnnnnnn.n | oooooooo.o | pppppp.p | qqqqqq.q | rrrrrr.r | ssssssss.s |

See Next Page for Data Elements.

**NON-PERSONNEL ACTION CASH AWARDS EDIT LISTINGS SUMMARY
DATA ELEMENTS
REPORT 117**

A - I includes data for Award Type Code not = 'V'

- A. Count of awards if Award Adjustment Indicator = blank
- B. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- C. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- D. Sum of Award Federal Tax Deduction Amount
- E. Sum of Award State Tax Deduction Amount
- F. Sum of Award City Tax Deduction Amount
- G. Sum of Award OASDI Deduction Amount
- H. Sum of Award HIT Deduction Amount
- I. Sum of Award Net Amount

J - R includes data for Award Type Code = 'V' and Award ICB Category Code = 'T'

- J. Count of awards if Award Adjustment Indicator = blank
- K. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- L. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- M. Sum of Award Federal Tax Deduction Amount
- N. Sum of Award State Tax Deduction Amount
- O. Sum of Award City Tax Deduction Amount
- P. Sum of Award OASDI Deduction Amount
- Q. Sum of Award HIT Deduction Amount
- R. Sum of Award Net Amount

S - a includes data for Award Type Code = 'V' and Award ICB Category Code = 'P'

- S. Count of awards if Award Adjustment Indicator = blank
- T. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- U. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- V. Sum of Award Federal Tax Deduction Amount
- W. Sum of Award State Tax Deduction Amount
- X. Sum of Award City Tax Deduction Amount
- Y. Sum of Award OASDI Deduction Amount
- Z. Sum of Award HIT Deduction Amount
- a. Sum of Award Net Amount

**NON-PERSONNEL ACTION CASH AWARDS EDIT LISTINGS SUMMARY
DATA ELEMENTS
REPORT 117**

b - j includes data for Award Type Code = 'V' and Award ICB Category Code = 'M'

- b. Count of awards if Award Adjustment Indicator = blank
- c. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- d. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- e. Sum of Award Federal Tax Deduction Amount
- f. Sum of Award State Tax Deduction Amount
- g. Sum of Award City Tax Deduction Amount
- h. Sum of Award OASDI Deduction Amount
- i. Sum of Award HIT Deduction Amount
- j. Sum of Award Net Amount

k. $A + J + S + b$

l. $B + K + T + c$

m. $C + L + U + d$

n. $D + M + V + e$

o. $E + N + W + f$

p. $F + O + X + g$

q. $G + P + Y + h$

r. $H + Q + Z + i$

s. $I + R + a + j$

t - 2 includes data for Award Type Code = 'V' and Award ICB Category Code = 'R'

- t. Count of awards if Award Adjustment Indicator = blank
- u. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- v. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- w. Sum of Award Federal Tax Deduction Amount
- x. Sum of Award State Tax Deduction amount
- y. Sum of Award City Tax Deduction amount
- z. Sum of Award OASDI Deduction Amount
- 1. Sum of Award HIT Deduction Amount
- 2. Sum of Award Net Amount

REPORT 118 NON-PERSONNEL ACTION CASH AWARDS MASTER LISTING

PAYROLL

PURPOSE: To provide a cumulative listing of all non-personnel action cash awards.

CONTENT: All non-personnel action cash awards.

SEQUENCE: Center, Award Recipient SSN, Award Recipient Name.

| SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | | | | | | |
|-------------------------------------------------|-----------------|------------|----------------|--------------|-----|-----------|----------------|------------|------------|---------|----------------------------|---------------|--------------|-------------|
| NASA PAYROLL AND PERSONNEL SYSTEM | | | | | | | | | | | | | | |
| INSTALLATION NAME | | | | | | | | | | | | | | |
| NON-PERSONNEL ACTION CASH AWARDS MASTER LISTING | | | | | | | | | | | | | | |
| AS OF MM/DD/YY | | | | | | | | | | | | | | |
| NAME/ADDRESS/SSN | PAYMENT
DATE | EMP
TYP | CASE
NUMBER | PR
NUMBER | T C | | GROSS
AWARD | FED
TAX | STATE/CITY | | OASDI
TAX ID AMT DEDUCT | HIT
DEDUCT | NET
AWARD | A
D
J |
| | | | | | Y A | P T | | | TAX ID | AMT | | | | |
| AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA | BB/BB/BB | C | DD-DDDDDD | EE-EEEE | F G | HHHHHH.HH | IIIII.II | JJJ | KKKK.KK | NNNN.NN | OOOO.OO | PPPPPP.PP | Q | |
| RRRRRRRRRRRRRRRRRRRRRRRRRRRRRR | BB/BB/BB | C | DD-DDDDDD | EE-EEEE | F G | HHHHHH.HH | IIIII.II | JJJ | KKKK.KK | NNNN.NN | OOOO.OO | PPPPPP.PP | Q | |
| SSSSSSSSSSSSSSSSSSSSSSSSSSSSSS | | | | | | | | | | | | | | |
| VVV-VV-VVVV | | | | | | | | | | | | | | |
| AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA | BB/BB/BB | C | DD-DDDDDD | EE-EEEE | F G | HHHHHH.HH | IIIII.II | JJJ | KKKK.KK | NNNN.NN | OOOO.OO | PPPPPP.PP | Q | |
| RRRRRRRRRRRRRRRRRRRRRRRRRRRRRR | BB/BB/BB | C | DD-DDDDDD | EE-EEEE | F G | HHHHHH.HH | IIIII.II | JJJ | KKKK.KK | NNNN.NN | OOOO.OO | PPPPPP.PP | Q | |
| SSSSSSSSSSSSSSSSSSSSSSSSSSSSSS | | | | | | | | | | | | | | |
| VVV-VV-VVVV | | | | | | | | | | | | | | |

SUBJECT TO PRIVACY ACT OF 1974

- A. Award Recipient Name (Last, First, MI, Gen)
- B. Award Payment Date
- C. Award Recipient Government Employee Indicator
- D. Award Case Number
- E. Award Procurement Request Number
- F. Award Type Code
- G. Award ICB Category Code
- H. Award Gross Amount
- I. Award Federal Tax Deduction Amount
- J. Award State Tax Code
- K. Award State Tax Deduction Amount
- L. Award City Tax Code
- M. Award City Tax Deduction Amount
- N. Award OASDI Deduction Amount
- O. Award HIT Deduction Amount
- P. Award Net Amount
- Q. Type of Adjustment to Net (+ equals positive, - equals negative, blank equals not an adjustment entry)
- R. Award Recipient Street Address (Line 2 suppressed if blank)
- S. Award Recipient City Address
- T. Award Recipient State Address
- U. Award Recipient Zip Address
- V. Award Recipient SSN

SELECTION CRITERIA:

Include all awards with the following criteria:

- Installation equals user designated center code

REPORT 309 PAYROLL CONSOLIDATED OVERTIME/COMPENSATORY- PAYROLL
TIME/CREDIT-HOUR REPORT

PURPOSE: To provide a current pay period report of employee overtime (fiscal year to date), compensatory, and credit hour information.

CONTENT: All employees who have overtime, compensatory time, or credit hours.

SEQUENCE: By Center, Organization (Directorate through Section) and SSN, by Organization (Directorate through Section) and Name, by Name or by SSN.

REPORT NO: 309
SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM
INSTALLATION NAME
FACILITY NAME
PAYROLL O/T C/T CREDIT HOUR REPORT
PAY PERIOD aa AS OF bb/bb/bbbb

PAGE:
DATE:
TIME:

| ORGANIZATION | SSN | EMPLOYEE NAME | -----OVERTIME/ADJUSTMENT/HOLIDAY WORKED----- | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|----------------------------------------------|---------------|----------------------------------------------|------------|-----------|------------|----------|-----------|----------|----------|----------|----------|----------|------------------------|----------|----------|----------|----------|----------|-----|----|-----|----|-----|----|-----|----|
| | | | HRS-BW | EARN-BW | HRS-FYTD | EARN-FYTD | HRS-CYTD | EARN-CYTD | | | | | | -----CREDIT HOURS----- | | | | | | | | | | | | | |
| COMP CUR/ | -----EXPIRATION DATES/COMPENSATORY TIME----- | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CODE BAL | DD/MM/YY | DD/MM/YY | DD/MM/YY | DD/MM/YY | DD/MM/YY | DD/MM/YY | DD/MM/YY | EARN | USED | FORFEIT | PAID | BALANCE | FORFEIT | EARN | USED | FLSA | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | |
| cccc | ddddd | ddddd | eeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee | ffff | ff | gggggggg | gg | hhhh | hh | iiiiiii | ii | jjjj | jj | kkkkkkkk | kk | 1 | | | | | | | | | | | |
| mmmm | mm | nnn | nn | ooo | oo | ppp | pp | qqq | qq | rrr | rr | sss | ss | ttt | tt | uuu | uu | vvv | vv | www | ww | xxx | xx | yyy | yy | zzz | zz |
| 111 | 11 | 222 | 22 | 333 | 33 | 4 | 5 | | | | | | | | | | | | | | | | | | | | |
| SECTION | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS | AAAAA.AA | BBBBBBB.BB | CCCCC.CC | DDDDDDD.DD | EEEEEE.EE | FFFFFFF.FF | GGGGG.GG | HHHHH.HH | IIIII.II | JJJJJ.JJ | KKKKK.KK | LLLLL.LL | MMMMM.MM | NNNNN.NN | OOOOO.OO | PPPPP.PP | QQQQQ.QQ | RRRRR.RR | SSSSS.SS | | | | | | | | |
| | TTTTT.TT | UUUUU.UU | VVVVV.VV | | | | | | | | | | | | | | | | | | | | | | | | |
| SECTION | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS | AAAAA.AA | BBBBBBB.BB | CCCCC.CC | DDDDDDD.DD | EEEEEE.EE | FFFFFFF.FF | GGGGG.GG | HHHHH.HH | IIIII.II | JJJJJ.JJ | KKKKK.KK | LLLLL.LL | MMMMM.MM | NNNNN.NN | OOOOO.OO | PPPPP.PP | QQQQQ.QQ | RRRRR.RR | SSSSS.SS | | | | | | | | |
| BRANCH | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS | AAAAA.AA | BBBBBBB.BB | CCCCC.CC | DDDDDDD.DD | EEEEEE.EE | FFFFFFF.FF | GGGGG.GG | HHHHH.HH | IIIII.II | JJJJJ.JJ | KKKKK.KK | LLLLL.LL | MMMMM.MM | NNNNN.NN | OOOOO.OO | PPPPP.PP | QQQQQ.QQ | RRRRR.RR | SSSSS.SS | | | | | | | | |
| DIVISION | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS | AAAAA.AA | BBBBBBB.BB | CCCCC.CC | DDDDDDD.DD | EEEEEE.EE | FFFFFFF.FF | GGGGG.GG | HHHHH.HH | IIIII.II | JJJJJ.JJ | KKKKK.KK | LLLLL.LL | MMMMM.MM | NNNNN.NN | OOOOO.OO | PPPPP.PP | QQQQQ.QQ | RRRRR.RR | SSSSS.SS | | | | | | | | |
| DIRECTORATE | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS | AAAAA.AA | BBBBBBB.BB | CCCCC.CC | DDDDDDD.DD | EEEEEE.EE | FFFFFFF.FF | GGGGG.GG | HHHHH.HH | IIIII.II | JJJJJ.JJ | KKKKK.KK | LLLLL.LL | MMMMM.MM | NNNNN.NN | OOOOO.OO | PPPPP.PP | QQQQQ.QQ | RRRRR.RR | SSSSS.SS | | | | | | | | |
| CENTER | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS | AAAAA.AA | BBBBBBB.BB | CCCCC.CC | DDDDDDD.DD | EEEEEE.EE | FFFFFFF.FF | GGGGG.GG | HHHHH.HH | IIIII.II | JJJJJ.JJ | KKKKK.KK | LLLLL.LL | MMMMM.MM | NNNNN.NN | OOOOO.OO | PPPPP.PP | QQQQQ.QQ | RRRRR.RR | SSSSS.SS | | | | | | | | |

SUBJECT TO PRIVACY ACT OF 1974

- | | | |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|
| a. Current Pay Period | m. Comp Time: Relig Balance | L. Section, Branch, Division,
Directorate and Center totals of r |
| b. Current Pay Period Ending Date | n. Comp Time: Relig Hours 1 | M. Section, Branch, Division,
Directorate and Center totals of s |
| c. Pay Organization | o. Comp Time: Relig Hours 2 | N. Section, Branch, Division,
Directorate and Center totals of t |
| d. Pay SSN | p. Comp Time: Relig Hours 3 | O. Section, Branch, Division,
Directorate and Center totals of u |
| e. Pay Last Name, Pay First Name,
Pay MI, Pay Suffix | q. Comp Time: Relig Hours 4 | P. Section, Branch, Division,
Directorate and Center totals of v |
| f. Overtime: Hours B/W + Pay
Adjust Hrs OT + Holiday Hours:
B/W + Comp Time: Hrs Paid
B/W | r. Comp Time: Relig Hours 5 | Q. Section, Branch, Division,
Directorate and Center totals of
w |
| g. Overtime: Earnings B/W +
Overtime: Earnings Adjustment +
Holiday Earnings: B/W + Comp
Time: Cur CT Paid Amt | s. Comp time: Relig Hours 6 | R. Section, Branch, Division,
Directorate and Center totals of x |
| h. OT Hrs BW + OT Hrs Adj +
Holiday Hrs BW (Fiscal Year to
Date) | t. Comp Time: Relig Hours 7 | S. Section, Branch, Division,
Directorate and Center totals of 1 |
| i. OT Earn BW + OT Earn Adj +
Holiday Earn BW (Fiscal Year to
Date) | u. Comp Time: Relig Earned B/W | T. Section, Branch, Division,
Directorate and Center totals of 2 |
| j. Overtime: Hours YTD + Holiday
Hours: YTD | v. Comp Time: Relig Used B/W | U. Section, Branch, Division,
Directorate and Center totals of
3 |
| k. Overtime: Earnings YTD +
Holiday Earnings: YTD | w. Comp Time: Relig Forfeited B/W | V. Section, Branch, Division,
Directorate and Center totals of 4 |
| l. Compensatory Code '' = Regular | x. None | |
| m. Comp Time: Current Balance | 1. Credit Hours: Balance | |
| n. Comp Time: Hours 1 | 2. Credit Hours: Forf B/W | |
| o. Comp Time: Hours 2 | 3. Credit Hours: Earned B/W | |
| p. Comp Time: Hours 3 | 4. Credit Hours: Used B/W | |
| q. Comp Time: Hours 4 | 5. Pay FLSA Status | |
| r. Comp Time: Hours 5 | A. Section, Branch, Division,
Directorate and Center totals of f | |
| s. Comp Time: Hours 6 | B. Section, Branch, Division,
Directorate and Center totals of g | |
| t. Comp Time: Hours 7 | C. Section, Branch, Division,
Directorate and Center totals of h | |
| u. Comp Time: Earned B/W
(Primary) | D. Section, Branch, Division,
Directorate and Center totals of i | |
| v. Comp Time: Used B/W +
Extended Used B/W | E. Section, Branch, Division,
Directorate and Center totals of j | |
| w. Comp Time: Forfeted B/W
(Primary) | F. Section, Branch, Division,
Directorate and Center totals of k | |
| x. Comp Time: Hrs Paid B/W
(Primary) | G. Section, Branch, Division,
Directorate and Center totals of
m | |
| l. Compensatory Code 'r' =
Religious | H. Section, Branch, Division,
Directorate and Center totals of n | |
| | I. Section, Branch, Division,
Directorate and Center totals of o | |
| | J. Section, Branch, Division,
Directorate and Center totals of p | |
| | K. Section, Branch, Division,
Directorate and Center totals of q | |
- DD/MM/YY
- 1 - Pay Cntl: Current PP Ending
Date + 84 days
 - 2 - Pay Cntl: Current PP Ending
Date + 70 days
 - 3 - Pay Cntl: Current PP Ending
Date + 56 days
 - 4 - Pay Cntl: Current PP Ending
Date + 42 days
 - 5 - Pay Cntl: Current PP Ending
Date + 28 days
 - 6 - Pay Cntl: Current PP Ending
Date + 14 days
 - 7 - Pay Cntl: Current PP Ending
Date
- SELECTION CRITERIA:
Includes all employees with the following
criteria:
- Installation code = User Designated
Center Code
 - Duty status not = 'Z'
 - Facility Code = User Designated
Facility Code
 - Balance in CT or Credit Hours or
Overtime Paid in the current fiscal year
to date.

REPORT 979

NON-PERSONNEL ACTION CASH AWARDS QUERY - QCASH

PAYROLL

PURPOSE: To provide a summary of all non-personnel action cash awards processed during the current pay period

CONTENT: Summary of all current non-personnel action cash awards.

SEQUENCE:

| | | | | | | | |
|----------------|-------|---------------------------------------------------|-------|----------------|------|-----------|---------|
| COMMAND: _____ | | NPPS | | 92-07-29 | | 15:40:13 | |
| NAO5130 | | NON-PERSONNEL ACTION CASH AWARDS REGISTER - QCASH | | | | | |
| ----- | | | | | | | |
| | | | | | | | |
| | GROSS | FED | STATE | CITY | FICA | HIT | AWD CNT |
| NON-EMPL: | A | B | C | D | E | F | G |
| ICB AWDS: | | | | | | | |
| T | H | I | J | K | L | M | N |
| P | O | P | Q | R | S | T | U |
| M | V | W | X | Y | Z | a | b |
| R | c | d | e | f | g | h | i |
| TOTAL: | j | k | l | m | n | o | p |
| GRAND | | | | | | | |
| TOTAL: | q | r | s | t | u | v | w |
| ----- | | | | | | | |
| | | | | | | | |
| PF1= HELP | | PF3= PREV SCREEN | | PF5= MAIN MENU | | PF12= END | |

See Next Page for Data Elements.

**NON-PERSONNEL ACTION CASH AWARDS QUERY - QCASH
DATA ELEMENTS
REPORT 979**

A - G includes data for Award Type Code not = 'V'

- A. Sum of Award Gross Amount
- B. Sum of Award Federal Tax Deduction Amount
- C. Sum of Award State Tax Deduction Amount
- D. Sum of Award City Tax Deduction Amount
- E. Sum of Award OASDI Deduction Amount
- F. Sum of Award HIT Deduction Amount
- G. Count of Awards if Award Adjustment Indicator = blank

H - N includes data for Award Type Code = 'V' and Award ICB Category Code = 'T'

- H. Sum of Award Gross Amount
- I. Sum of Award Federal Tax Deduction Amount
- J. Sum of Award State Tax Deduction Amount
- K. Sum of Award City Tax Deduction Amount
- L. Sum of Award OASDI Deduction Amount
- M. Sum of Award HIT Deduction Amount
- N. Count of Awards if Award Adjustment Indicator = blank

O - U includes data for Award Type Code = 'V' and Award ICB Category Code = 'P'

- O. Sum of Award Gross Amount
- P. Sum of Award Federal Tax Deduction Amount
- Q. Sum of Award State Tax Deduction Amount
- R. Sum of Award City Tax Deduction Amount
- S. Sum of Award OASDI Deduction Amount
- T. Sum of Award HIT Deduction Amount
- U. Count of Awards if Award Adjustment Indicator = blank

V - b includes data for Award Type Code = 'V' and Award ICB Category Code = 'M'

- V. Sum of Award Gross Amount
- W. Sum of Award Federal Tax Deduction Amount
- X. Sum of Award State Tax Deduction Amount
- Y. Sum of Award City Tax Deduction Amount
- Z. Sum of Award OASDI Deduction Amount
- a. Sum of Award HIT Deduction Amount
- b. Count of Awards if Award Adjustment Indicator = blank

c - i includes data for Award Type Code = 'V' and Award ICB Category Code = 'R'

- c. Sum of Award Gross Amount
- d. Sum of Award Federal Tax Deduction Amount
- e. Sum of Award State Tax Deduction Amount
- f. Sum of Award City Tax Deduction Amount
- g. Sum of Award OASDI Deduction Amount

- h. Sum of Award HIT Deduction Amount
- i. Count of Awards if Award Adjustment Indicator = blank
- j. $H + O + V + c$
- k. $I + P + W + d$
- l. $J + Q + X + e$
- m. $K + R + Y + f$
- n. $L + S + Z + g$
- o. $M + T + a + h$
- p. $N + U + b + i$
- q. $A + j$
- r. $B + k$
- s. $C + l$
- t. $D + m$
- u. $E + n$
- v. $F + o$
- w. $G + p$

REPORT 119

TIME OFF AWARD REGISTER

PAYROLL

PURPOSE: To list all employees for the reporting of time off award hours in the current pay period.

CONTENT: Details of current pay period time off award hours.

SEQUENCE: By Pay Block & SSN or Pay Block & Employee Name or SSN or Employee Name.

| | | | | | | | | | | | |
|----------------|------------------------------------------|-----------------------------------|---------|---------|-------------|-------------|-------------|---------|----------|-------------|----------|
| REPORT NO: 119 | | SUBJECT TO PRIVACY ACT OF 1974 | | | | | | PAGE : | | | |
| SEQUENCED BY: | | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | DATE : | | | |
| | | INSTALLATION NAME | | | | | | TIME : | | | |
| | | TIME OFF AWARDS REGISTER | | | | | | | | | |
| | | AS OF MM/DD/YY | | | | | | | | | |
| SSN | NAME | ORG | T/O HRS | B/W | T/O HRS YTD | FORFEIT B/W | FORFEIT YTD | BAL | NTE | DATE | COST YTD |
| AAAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | CCCC | DDDD.DD | EEEE.EE | FFFF.FF | GGGG.GG | HHHH.HH | IIII.II | KKKKKKKK | JJJJJJJJ.JJ | |
| | | | DDDD.DD | EEEE.EE | FFFF.FF | GGGG.GG | HHHH.HH | IIII.II | KKKKKKKK | | |
| | | | . | . | . | . | . | . | . | . | |
| | | | . | . | . | . | . | . | . | . | |
| | | | DDDD.DD | EEEE.EE | FFFF.FF | GGGG.GG | HHHH.HH | IIII.II | KKKKKKKK | | |
| AAAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | CCCC | DDDD.DD | EEEE.EE | FFFF.FF | GGGG.GG | HHHH.HH | IIII.II | KKKKKKKK | JJJJJJJJ.JJ | |
| | | | DDDD.DD | EEEE.EE | FFFF.FF | GGGG.GG | HHHH.HH | IIII.II | KKKKKKKK | | |
| | | | . | . | . | . | . | . | . | . | |
| | | | . | . | . | . | . | . | . | . | |
| | | | DDDD.DD | EEEE.EE | FFFF.FF | GGGG.GG | HHHH.HH | IIII.II | KKKKKKKK | | |

SUBJECT TO PRIVACY ACT OF 1974

- A. SSN
- B. Employee Name
(Last,First,MI,Suffix)
- C. Organization Assigned
- D. Employee Time Off Award Hours
Quantity
- E. Employee Time Off Award Hours
Current Used Quantity
- F. Employee Time Off Award Hours
Year to Date Used Quantity
- G. Employee Time Off Award Hours
Current Forfeited Quantity
- H. Employee Time Off Award Hours
Year to Date Forfeited Quantity
- I. Compute Balance
- J. Employee Time Off Year to Date Cost
- K. Employee Time Off Award Expiration
Date

- SELECTION CRITERIA:
Includes all employees with the following
criteria:
- Installation code equals user designated
center code
 - Facility code equals user designated
facility code if entered
 - If D, E, F, G, or H is not zero

REPORT 315**LEAVE STATUS REPORT****PAYROLL**

PURPOSE: To provide a current pay period leave status for 1) all employees or 2) only employees in a use or lose leave status.

CONTENT: Either all active employees who have a leave balance or only employees in a use or lose leave status.

SEQUENCE: By Organization and SSN, by Organization and Name, by Name or by SSN.

REPORT NO: 315
SEQUENCED BY:

SUBJECT TO PRIVACY ACT OF 1974
NASA PAYROLL AND PERSONNEL SYSTE
INSTALLATION NAME
FACILITY NAME
LEAVE STATUS - D
FOR LEAVE YEAR ENDING CC/CC/CCCC
PAY PERIOD ENDED aa/aa/aaaa

PAGE:
DATE:
TIME:

| ORG | SSN | EMPLOYEE NAME | FLSA | -----ANNUAL LEAVE----- | | | | -----RESTORED LEAVE----- | | | | | | |
|--------------------------------------|-----------|---------------|----------|------------------------|----------|---------|----------|--------------------------|------------|----------|----------|---------------------------|----------|---------|
| | | | | CEILING | CAT | USED-BW | USED-YTD | ADV-BAL | USE/LOSE | USED-BW | USED-YTD | BALANCE | USE/LOSE | |
| -----COMP TIME----- --CREDIT HOURS-- | | | | -----SICK LEAVE----- | | | | -----MILITARY LEAVE----- | | | | -----NON-PD-LV--- DONATED | | |
| BALANCE | RELIG-BAL | BALANCE | | USED-BW | USED-YTD | BALANCE | ADV-BAL | USED-YTD | DAYS-FYTD | USED-BW | USED-YTD | BALANCE | LEAVE | |
| bbbb | cccccccc | ddddddddd | eeeeeeee | f | ggggg | h | iii.ii | jjjj.jj | kkkkk.kk | lllll.ll | mmm.mm | nnnn.nn | oooo.oo | pppp.pp |
| qqqq.qq | rrrr.rr | ssss.ss | | t | ttt.tt | uuuu.uu | vvvv.vv | www.w | xxxxxxx.xx | yyyy.yy | zzz.zz | AAAA.AA | BBBB.BB | |
| bbbb | cccccccc | ddddddddd | eeeeeeee | f | ggggg | h | iii.ii | jjjj.jj | kkkkk.kk | lllll.ll | mmm.mm | nnnn.nn | oooo.oo | pppp.pp |
| qqqq.qq | rrrr.rr | ssss.ss | | t | ttt.tt | uuuu.uu | vvvv.vv | www.w | xxxxxxx.xx | yyyy.yy | zzz.zz | AAAA.AA | BBBB.BB | |

SUBJECT TO PRIVACY ACT OF 1974

- a. Pay Period Ending Date
- b. Organization: Assigned
- c. SSN
- d. Name: Last
- e. Name: First
- f. FLSA Pay Status
- g. Annual Leave: Ceiling
- h. Annual Leave: Category Code
- i. Annual Leave: Used B/W
- j. Annual Leave: Used YTD
- k. Annual Leave: Advance Bal (Annual Leave Projection + Annual Leave: Earned Balance)
- l. Annual Leave Use/Lose For Pay Plan = 'ES' or 'EX' and Annual Leave: SES Chg This Year = 'Y' = Greatest of:
 - k - Annual Leave: SES First Year - g or
 - k - g (if ES and g > 720) or
 - k - 720 (if ES and g < 720) (if > 0)
 - For other 'EX', zero
 - For all others
 - = k - g (if > 0)
- m. Restored Leave: Used B/W
- n. Restored Leave: Used YTD

- o. Restored Leave: Current Balance (Restored Leave: Hours Type A (1:3) + Restored Leave: Hours Type B (1:3) + Restored Leave: Hours Type C (1:3) - RL: Cum Dntd Hr (1:3) + RL: Cum Dntd Rtrn Hr (1:3) - Restored Leave: Used Cum)
- p. Restored Leave: Current LY Balance Use/Lose (Same as 'o' but only include if the Restored Leave: Expir Date <= the current Leave-Year ending date)
- q. Comp Time: Current Balance
- r. Comp Time: Relig Balance
- s. Credit Hours: Balance
- t. Sick Leave: Used B/W
- u. Sick Leave: Used YTD
- v. Sick Leave: Balance
- w. Sick Leave: Advance Balance
- x. Military Leave: Used YTD Hours
- y. Military Leave: Balance Days FYTD
- z. LWOP/AWOL/SUSP: Used B/W
- A. LWOP/AWOL/SUSP: Used YTD
- B. Donated AL: Bal Available
- C. Current Leave Year Ending Date

- D. Literal based on Selection Criteria: Either 'All Employees' or 'Use or Lose Only'

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation Code equals user designated Center Code
- Facility Code equals user designated Facility Code if entered

For All Employees Report

- All Active employees (Duty Status NE 'Z')

For Use or Lose Only Report

- All employees with a value greater than 0 for l or p

Totals of all hour fields at the Directorate, Division, Section, and Organization Levels.

REPORT

NAB6188

CFC TRANSACTION INTERFACE REPORT

PAYROLL

PURPOSE:

To provide a listing of all CFC transactions processed through the batch CFC Interface.

CONTENT:

All CFC transactions processed through the CFC Interface.

SEQUENCE:

By SSN or Name.

| | | | | | |
|----------------------------------|------------------------------------------|-----------------------------------|---------|---------------|--|
| REPORT NO: NAB6188 | | SUBJECT TO PRIVACY ACT OF 1974 | | PAGE: | |
| SEQUENCED BY: | | NASA PERSONNEL AND PAYROLL SYSTEM | | DATE: | |
| | | INSTALLATION NAME | | TIME: | |
| CFC TRANSACTION INTERFACE REPORT | | | | | |
| AS OF MM/DD/YY | | | | | |
| SSN | NAME / ERROR MESSAGE | CFC ORG | DED AMT | | |
| AAA-AA-AAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | CCCCCCCCC | DDD.DD | | |
| | F | | | | |
| AAA-AA-AAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | CCCCCCCCC | DDD.DD | | |
| | F | | | | |
| AAA-AA-AAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | CCCCCCCCC | DDD.DD | | |
| | F | | | | |
| AAA-AA-AAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | CCCCCCCCC | DDD.DD | | |
| | F | | | | |
| AAA-AA-AAAA | BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB | CCCCCCCCC | DDD.DD | | |
| | F | | | | |
| TOTAL | | | ----- | EEEEEEEEEE.EE | |
| SUBJECT TO PRIVACY ACT OF 1974 | | | | | |

- A. SSN
- B. Employee Name (Last,First,MI,Gen)
- C. CFC: Agency Code
- D. CFC: Requested Deduction
- E. Total of D
- F. Error Message (** messages only)

REPORT 250TALC ADJUSTMENTS AND THEIR RESOLUTIONPAYROLL

PURPOSE:To provide a record of TALC adjustments.

CONTENT:All TALC adjustments for the current pay period.

SEQUENCE:SSN

REPORT NO: 250
SEQUENCE:

SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM
INSTALLATION NAME
TALC ADJUSTMENTS AND THEIR RESOLUTION
AS OF AA/AA/AA

PAGE:
DATE:
TIME:

| SSN | TALC ADJUSTMENT
CTL# RESOLUTION | REG
OT | NITE
SUN | HAZ
CTE | CTU
HOLW | AL
SL | LWOP
SUSP | AWOL
HOLV | REST | C HRS
C HRS | OTHER
C HRS | LV ENTERED
C HRS |
|-------------|--------------------------------------------------------------------------------------------------|-----------------------|-------------|------------|---------------|----------|--------------|---------------|------|----------------|----------------|---------------------|
| BBB-BB-BBBB | CCCC DDDDDDDDDDDDDDDDD FFF.FF HHH.HH JJJ.JJ LLL.LL NNN.NN PPP.PP RRR.RR TTT.TT U VVV.VV Y ZZZ.ZZ | | | | | | | | | | | |
| | ADJUSTMENT FOR EEEEE | GGG.GG | III.II | KKK.KK | MMM.MM | OOO.OO | QQQ.QQ | SSS.SS | | W XXX.XX | a bbb.bb | |
| | BASE PAY ADJ cccccc.cc | OT PAY ADJ eeeee.ee | | HOL WKED | ADJ gggggg.gg | | HAZ PAY | ADJ iiiiii.ii | | | | |
| | NITE PAY ADJ ffffff.ff | SUN PAY ADJ hhhhhh.hh | | | | | | | | | | |
| BBB-BB-BBBB | CCCC DDDDDDDDDDDDDDDDD FFF.FF HHH.HH JJJ.JJ LLL.LL NNN.NN PPP.PP RRR.RR TTT.TT U VVV.VV Y ZZZ.ZZ | | | | | | | | | | | |
| | ADJUSTMENT FOR EEEEE | GGG.GG | III.II | KKK.KK | MMM.MM | OOO.OO | QQQ.QQ | SSS.SS | | W XXX.XX | a bbb.bb | |
| | BASE PAY ADJ cccccc.cc | OT PAY ADJ eeeee.ee | | HOL WKED | ADJ gggggg.gg | | HAZ PAY | ADJ iiiiii.ii | | | | |
| | NITE PAY ADJ ffffff.ff | SUN PAY ADJ hhhhhh.hh | | | | | | | | | | |

..... NET HOURS AND DOLLARS FROM SUCCESSFUL TALC ADJUSTMENTS

TOTAL NET BASE HOUR ADJUSTMENT: jjjjjjTOTAL NET BASIC PAY ADJUSTMENT:mm,mmm,mmm.mm

TOTAL NET PREMIUM HOUR ADJUSTMENT: kkkkkkTOTAL NET PREMIUM PAY ADJUSTMENT:nn,nnn,nnn.nn

TOTAL NET NON-PAID HOUR ADJUSTMENT: llllll

TOTAL SUCCESSFUL ADJUSTMENT RECORDS:ooooo

TOTAL FAILED ADJUSTMENT RECORDS:ppppp

- A. PAY CNTL: CURRENT PP ENDING DATE

B. SSN

C. EMPL PRIOR PP SRC NMBR

D. EMPL PRIOR PP APLD CODE = "G"
If value "G" = "ADJUSTMENT COMPLETE"
If value " " = "ADJUSTMENT NOT APPLIED" .. otherwise = "ADJUSTMENT FAILED"

E. EMPL PRIOR PP DATE (YYYYPP)

F. EMPL PRIOR PP REG HRS QTY

G. EMPL PRIOR PP OT HRS QTY

H. EMPL PRIOR PP NITE HRS QTY

I. EMPL PRIOR PP SUN HRS QTY

J. EMPL PRIOR PP HAZ HRS QTY

K. EMPL PRIOR PP CT ERND HRS QTY

L. EMPL PRIOR PP CT USED HRS QTY

M. EMPL PRIOR PP HOL WKD HRS QTY

N. EMPL PRIOR PP AL HRS QTY

O. EMPL PRIOR PP SL HRS QTY

P. EMPL PRIOR PP LWOP HRS QTY

Q. EMPL PRIOR PP SUS HRS QTY

R. EMPL PRIOR PP AWOL HRS QTY

S. EMPL PRIOR PP HOL LV HRS QTY

T. EMPL PRIOR PP RSTR L'WRS QTY

U. EMPL PRIOR PP OTHLV CODE1

V. EMPL PRIOR PP OTHLV HRS1 QTY

W. EMPL PRIOR PP OTHLV CODE2

X. EMPL PRIOR PP OTHLV HRS2 QTY

Y. EMPL PRIOR PP OTHLV CODE3

Z. EMPL PRIOR PP OTHLV HRS3 QTY

a. EMPL PRIOR PP OTHLV CODE4

b. EMPL PRIOR PP OTHLV HRS4 QTY

c. EMPL PRIOR PP BASE PAY AMT

e. EMPL PRIOR PP OT PAY AMT

f. EMPL PRIOR PP NITE PAY AMT

g. EMPL PRIOR PP HOL WKD PAY AMT

h. EMPL PRIOR PP SUN PAY AMT

i. EMPL PRIOR PP HAZ PAY AMT

j. Total of F, L, N, O, S, T, and hours associated with OTHLV CODE values A, C, D, E, G, H, I, J, M, R, and T, (i.e., regular and paid leave)

k. Total of G, H, I, J, and M hours from successful adjustments

l. Total of P, Q, and R hours from successful adjustments

m. Total of c from successful adjustments

n. Total of e, f, g, h, and i from successful adjustments

o. Total successful adjustments (EMPL PRIOR PP APLD CODE = "G")

p. Total failed adjustments (EMPL PRIOR PP APLD CODE not = "G")
- SELECTION CRITERIA:
Includes all NPS2-PAY-TA-DATA records in which the EMPL PRIOR PP FLAG is not equal to a space.

REPORT 5020 SECURITY VIOLATIONS REPORT

PAYROLL

PURPOSE: To provide a listing of all failed attempts to log on to NPPS.

CONTENT: All unsuccessful attempts to log on to NPPS each day. Date may be selected.

SEQUENCE: By IMFH Date, IMFH Time.

| | | |
|-------------------------|-----------------------------------|----------|
| REPORT NO: 5020 | NASA PERSONNEL AND PAYROLL SYSTEM | PAGE: |
| SEQUENCE BY: DATE, TIME | INSTALLATION NAME | DATE: |
| | SECURITY VIOLATIONS REPORT | TIME: |
| | AS OF MM/DD/YY | |
| DATE | TIME | USERID |
| AA/AA/AA | BB:BB:BB | CCCCCCCC |
| 05/11/94 | 13:02:24 | JOEUSER |

- A. IMFH Date
- B. IMFH Time
- C. IMFH Transaction (Userid used on 3rd unsuccessful attempt)

SELECTION CRITERIA:

- Installation code equals user designated center code
- IMFH Template ID equals 'MAIN'
- IMFH Date equals current date or date specified by user

REPORT 419

W-2 CHECKLIST

PAYROLL

PURPOSE: To be used to insure the correctness of the Payroll Data for W2 Form.
 CONTENT: Detailed employee earnings and taxes information.
 SEQUENCE: Employee Name or SSN or Pay Block: Processing, Name or Pay Block: Processing, SSN

REPORT NO: 419
 SEQUENCED BY:
 TAX YEAR: AAAA
 BLOCK: BB

SUBJECT TO PRIVACY ACT OF 1974
 NASA PERSONNEL AND PAYROLL SYSTEM
 INSTALLATION NAME

PAGE:
 DATE:

W-2 CHECKLIST
 AS OF MM/DD/YY

| SSN | NAME | ADJ GROSS
FEDRL TAX | STATE TXBL
STATE TAX | ST | CITY TXBL
CITY TAX | CITY | FICA WAGES
FICA TAX | HIT WAGES
HIT TAX | TSP DED
EIC |
|-------------|---------------------------|-------------------------|----------------------------------------------------|----|----------------------------------------------------|------|-------------------------|-------------------------|------------------------|
| 123-45-6789 | LAVENDER, CHARLES E., JR. | 100,000.00
10,000.00 | 100,000.00
10,000.00 | CA | 100,000.00
10,000.00 | 003 | 100,000.00
10,000.00 | 100,000.00
10,000.00 | 10,000.00
10,000.00 |
| CCC-CC-CCCC | DDDDDDDDDDDDDDDDDDDDDDDD | EEE,EEE.EE
MM,MMM.MM | FFF,FFF.FF
NN,NNN.NN
SSS,SSS.SS
WW,WWW.WW | GG | HHH,HHH.HH
OO,OOO.OO
UUU,UUU.UU
XX,XXX.XX | III | JJJ,JJJ.JJ
PP,PPP.PP | KKK,KKK.KK
QQ,QQQ.QQ | LL,LLL.LL
RR,RRR.RR |

PAYBLOCK BB TOTALS:

ADJ GROSS YY,YYY,YYY.YY
 FEDERAL TAX ZZ,ZZZ,ZZZ.ZZ
 STATE TXBL aa bb,bbb,bbb.bb
 STATE TAX aa cc,ccc,ccc.cc
 CITY TXBL ddd ee,eee,eee.ee
 CITY TAX ddd ff,fff,fff.fff
 FICA WAGES gg,ggg,ggg.gg
 FICA TAX hh,hhh,hhh.hh
 HIT WAGES ii,iii,iii.ii
 HIT TAX jj,jjj,jjj.jj
 TSP DEDUCT kk,kkk,kkk.kk
 EIC ll,lll,lll.ll

CENTER TOTALS:

mm,mmm,mmm.mm
 nn,nnn,nnn.nn
 pp,ppp,ppp.pp
 qq,qqq,qqq.qq
 ss,sss,sss.ss
 tt,ttt,ttt.tt
 uu,uuu,uuu.uu
 vv,vvv,vvv.vv
 ww,www,www.wv
 xx,xxx,xxx.xx
 yy,yyy,yyy.yy
 zz,zzz,zzz.zz

SUBJECT TO PRIVACY ACT OF 1974

- A. Tax year
 B. Pay Block: Processing
 C. SSN
 D. Employee Name (Last, First, MI, Gen)
 E. Adjusted Gross Earnings =
 Gross Earnings: YTD -
 Award Gross Amount +
 (if Award ICB Category Code = 'R') +
 PCS: Earnings Subj Tax YTD -
 TSP: YTD
 F. State Txbl =
 State Tax: Erngs YTD +
 PCS: Earnings Subj St Tax YTD +
 G. State Code
 H. City Txbl =
 Local Tax Entity: YTD Earn +
 PCS: Earnings Subj City Tax YTD +
 I. City Code
 J. FICA Earnings: YTD
 K. HIT Earnings: YTD
 L. TSP: Deduction YTD
 M. Federal Tax = Federal Tax: YTD +
 PCS: Federal Tax Withheld YTD
 N. State Tax = State Tax: YTD + PCS:
 State Tax Withheld YTD
 O. City Tax = City Tax: YTD + PCS:
 City Tax Withheld YTD
 P. FICA Tax: Deduction YTD

- Q. HIT Tax: Deduction YTD.
 R. EIC YTD
 S. Former State Txbl =
 State Tax: Former Earnings YTD +
 PCS: Frmr Earn Subj St Tax YTD +
 T. State Tax: Former Code YTD
 U. Former City Txbl =
 City Tax: Former Earnings YTD +
 PCS: Frmr Ern Subj City Tax YTD +
 V. City Tax: Former Code YTD
 W. Former State Tax =
 State Tax: Former W/H YTD +
 PCS: Frmr W/H Subj St Tax YTD
 X. Former City Tax =
 City Tax: Former W/H YTD +
 PCS: Frmr W/H Subj City Tax YTD

PAYBLOCK TOTALS:

- Y. Total of E
 Z. Total of M
 a. State Code
 b. Total of (F + S) for each State Code
 c. Total of (N + W) for each State Code
 d. City Code
 e. Total of (H + U) for each City Code
 f. Total of (O + X) for each City Code
 g. Total of J
 h. Total of P

- i. Total of K
 j. Total of Q
 k. Total of L
 l. Total of R

CENTER TOTALS:

- m. Total of Y
 n. Total of Z
 o. State Code
 p. Total of b
 q. Total of c
 r. City Code
 s. Total of e
 t. Total of f
 u. Total of g
 v. Total of h
 w. Total of i
 x. Total of j
 y. Total of k
 z. Total of l

SELECTION CRITERIA:

- Includes all employees with the following criteria:
 - Installation Code equals user designated Installation code:
 - Gross Earnings: YTD > 0

REPORT 419W-2 CHECKLIST - NON-PERSONNEL ACTION CASH AWARDSPAYROLL

PURPOSE: To be used to insure the correctness of the Payroll Data for W2 Form.

CONTENT: Detailed employee earnings and taxes information.

SEQUENCE: Award Recipient SSN or Award Recipient Name.

REPORT NO: 419
SEQUENCED BY:
TAX YEAR: AAA
BLOCK: BB

SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM
INSTALLATION NAME

PAGE :
DATE :

W2 CHECKLIST
NON-PERSONNEL ACTION CASH AWARDS
AS OF MM/DD/YY

| SSN | NAME | ADJ GROSS
FEDRL TAX | STATE TXBL
STATE TAX | ST | CITY TXBL
CITY TAX | CITY | FICA WAGES
FICA TAX | HIT WAGES
HIT TAX | TSP DED
EIC |
|-------------|------------------------------|-------------------------|-------------------------|----|-------------------------|------|-------------------------|-------------------------|------------------------|
| 123-45-6789 | LAVENDER, CHARLES E., JR. | 100,000.00
10,000.00 | 100,000.00
10,000.00 | CA | 100,000.00
10,000.00 | 003 | 100,000.00
10,000.00 | 100,000.00
10,000.00 | 10,000.00
10,000.00 |
| | | | 100,000.00
10,000.00 | MD | 100,000.00
10,000.00 | 001 | | | |
| CCC-CC-CCCC | DDDDDDDDDDDDDDDDDDDDDDDDDDDD | EEE,EEE.EE
MM,MMM.MM | FFF,FFF.FF
NN,NNN.NN | GG | HHH,HHH.HH
OO,OOO.OO | III | JJJ,JJJ.JJ
PP,PPP.PP | KKK,KKK.KK
QQ,QQQ.QQ | LLL.LL
RR,RRR.RR |
| | | | SSS,SSS.SS
WW,WWW.WW | TT | UUU,UUU.UU
XX,XXX.XX | VVV | | | |

CENTER TOTALS:
ADJ GROSS mm,mmm,mmm.mm
FEDERAL TAX nn,nnn,nnn.nn
STATE TXBL oo pp,ppp,ppp.pp
STATE TAX oo qq,qqq,qqq.qq
CITY TXBL rrr ss,sss,sss.ss
CITY TAX rrr tt,ttt,ttt.tt
FICA WAGES uu,uuu,uuu.uu
FICA TAX vv,vvv,vvv.vv
HIT WAGES ww,www,www.wv
HIT TAX xx,xxx,xxx.xx
TSP DEDUCT
EIC

GRAND TOTALS:
ADJ GROSS 1
FEDERAL TAX 2
STATE TXBL 33 4
STATE TAX 5
CITY TXBL 666 7
CITY TAX 8
FICA WAGES 9
FICA TAX 10
HIT WAGES 11
HIT TAX 12
TSP DEDUCT 13
EIC 14

SUBJECT TO PRIVACY ACT OF 1974

- A. Tax year

C. Award Recipient SSN

D. Award Recipient Name (Last, First, MI, Gen)

E. Award Gross Amount

F. Award Gross Amount for each state if Award State Tax Code not = blank

G. Award State Tax Code

H. Award Gross Amount for each city if Award City Tax Code not = blank

I. Award City Tax Code

J. Award OASDI Earnings Amount

K. Award HIT Earnings Amount

M. Award Federal Tax Deduction Amount

N. Award State Tax Deduction Amount

O. Award City Tax Deduction Amount

P. Award OASDI Deduction Amount

Q. Award HIT Deduction Amount

CENTER TOTALS:

m. Total of E

n. Total of M

o. State Code

p. Total of F by State

q. Total of N by State

r. City Code

s. Total of H by City

t. Total of O by City

u. Total of J

v. Total of P

w. Total of K

x. Total of Q

GRAND TOTALS

1. Total of m

2. Total of n

3. State Code

4. Total of p by State

5. Total of q by State

6. City Code

7. Total of s by City

8. Total of t by City

9. Total of u

10. Total of v

11. Total of w

12. Total of x

13. Total of y

14. Total of z

SELECTION CRITERIA:

Includes all NonPersonnel Action Cash Awards with the following criteria:

- Installation Code equals user designated Installation code:

- Award Payroll Update Indicator = blank or Award ICB Category Code = 'R'

REPORT 428

POSTING LIST FOR ACI AND LOCALITY PAY ACTIONS

PAYROLL

PURPOSE:

List all employees who received an ACI or Locality Pay for the requested effective date to be used in the posting of the retirement cards.

CONTENT:

All active employees who received an ACI or Locality Pay adjustment for the requested effective date.

SEQUENCE:

Pay Block, Retirement Plan, Name, NOAC or Pay Block, Retirement Plan, SSN, NOAC or Retirement Plan, Name, NOAC or Retirement Plan, SSN, NOAC.

| | | | | | | | | | |
|--------------------------------|-------------|-----------------------------------------------|--------------------------|-------|------|-------|---------------|---------------|--|
| REPORT NO: 428 | | SUBJECT TO PRIVACY ACT OF 1974 | | | | | | PAGE: | |
| SEQUENCED BY: | | NASA PERSONNEL AND PAYROLL SYSTEM | | | | | | DATE: | |
| | | INSTALLATION NAME | | | | | | TIME: | |
| | | POSTING LIST FOR ACI AND LOCALITY PAY ACTIONS | | | | | | | |
| | | EFFECTIVE YY/MM/DD | | | | | | | |
| | | AS OF MM/DD/YY | | | | | | | |
| PAY
BLK | RET
PLAN | SSN | NAME | GRADE | STEP | NOAC | OLD
SALARY | NEW
SALARY | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | |
| AA | B | CCC-CC-CCCC | DDDDDDDDDDDDDDDDDDDDDDDD | EE | FF | GGGGG | HHH,HHH.HH | III,III.II | |
| AA | B | CCC-CC-CCCC | DDDDDDDDDDDDDDDDDDDDDDDD | EE | FF | GGGGG | HHH,HHH.HH | III,III.II | |
| AA | B | CCC-CC-CCCC | DDDDDDDDDDDDDDDDDDDDDDDD | EE | FF | GGGGG | HHH,HHH.HH | III,III.II | |
| SUBJECT TO PRIVACY ACT OF 1974 | | | | | | | | | |

- A. Pay Block

B. Retirement Plan New

C. SSN

D. Employee Name

E. Grade: Current New

F. Step New

G. Nature Of Action: Code Hist

H. Old Empl Adj Basic Pay Amt +
Old Empl AUO Anl Amt +
Availability Pay: Annual Amt Old

I. New Empl Adj Basic Pay Amt +
New Empl AUO Anl Amt +
Availability Pay: Annual Amt New
- Selection Criteria:

- Installation code equals user designated center code

- Nature of Action: Code 1 Hist equals
894 or 895

- Effective Date equals user input date